MacWrite

Contents

3 About This Manual

4 Chapter 1: Learning MacWrite
6 Contents
7 Introduction
9 Getting Started
11 Typing Text
16 Setting the Format
23 Saving Your Work
24 Using Tabs
26 Editing Text
30 Editing a Memo
36 Changing the Memo's Format
40 Saving and Printing
41 What Now?

42 Chapter 2: Using MacWrite
44 Contents
45 Introduction
51 Editing Tasks
77 Changing the Format
93 Working With Documents

106 Chapter 3: MacWrite Reference
108 Contents
109 Introduction
110 A MacWrite Document
116 The Menu Bar
128 The Windows
129 Memory
130 Preset Options and Format
130 MacWrite Specifications
131 Glossary

137 Index

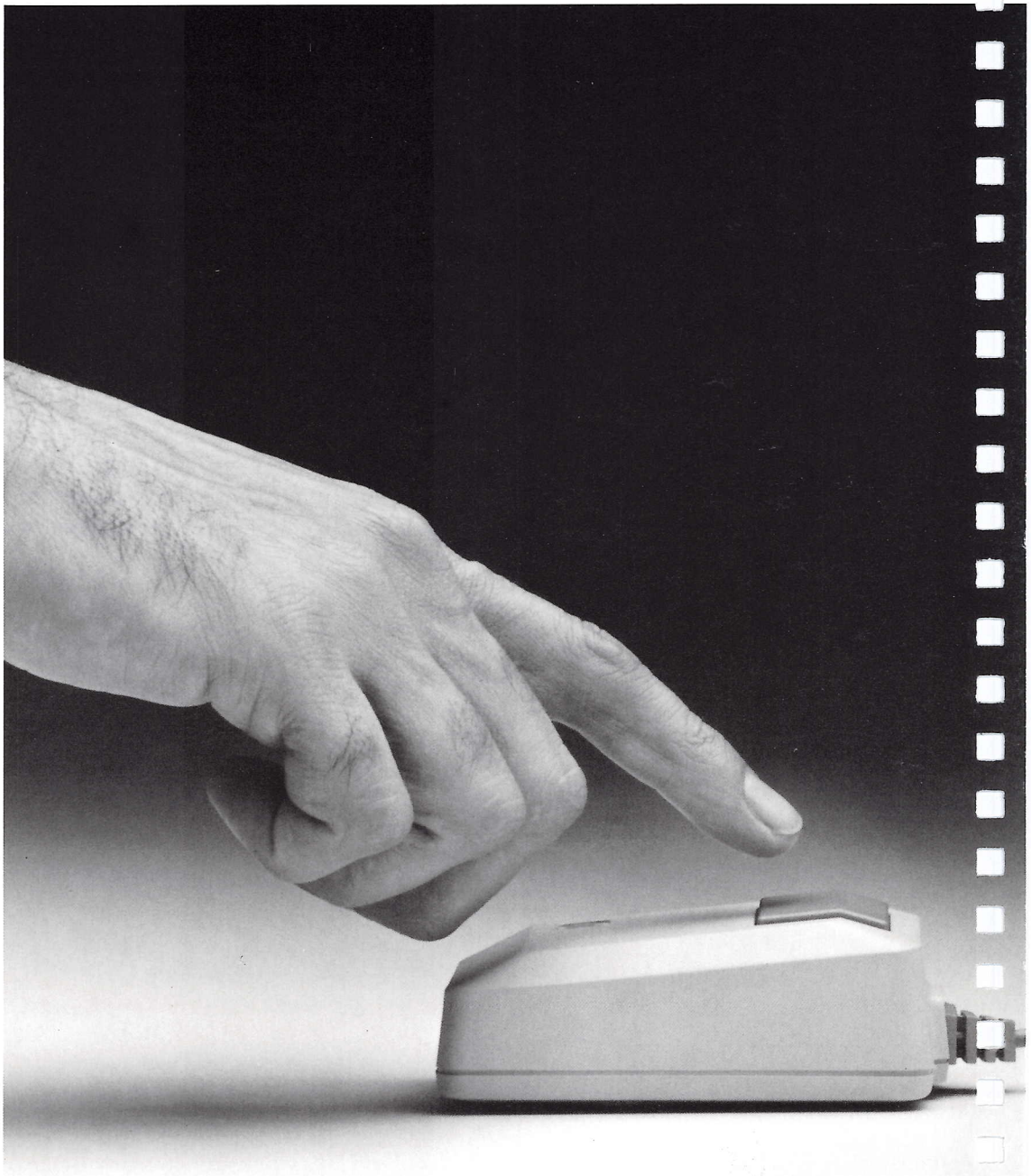
About This Manual

This manual is about MacWrite, a word processing application for the Macintosh. Chapter 1, "Learning MacWrite," gets you started creating, editing, and printing a document. This chapter is for someone who isn't familiar with computers or word processing. It's a self-paced series of exercises designed to help you learn the basics, so you can feel confident about working with MacWrite.

Once you begin to create your own documents, you may want to turn to "Using MacWrite," Chapter 2. It's a series of step-by-step instructions for most of the word processing tasks you'll do with MacWrite. If you're an old hand at word processing and familiar with basic Macintosh techniques, you could skip Chapter 1, and read this chapter.

Chapter 3, "MacWrite Reference," begins with a conceptual overview of the elements of the MacWrite word processor. A summary of the commands follows, and the chapter ends with tables of MacWrite's "vital statistics" and a glossary of special terms.

Before you read any farther in this manual, if terms such as **desktop**, **Finder**, or **click** are unfamiliar, you may first want to read *Macintosh*, the owner's guide. It's a conceptual and practical road map for finding your way around Macintosh. The owner's guide introduces you to the system that manages your documents (the Finder) and the basic methods for working in any Macintosh application.



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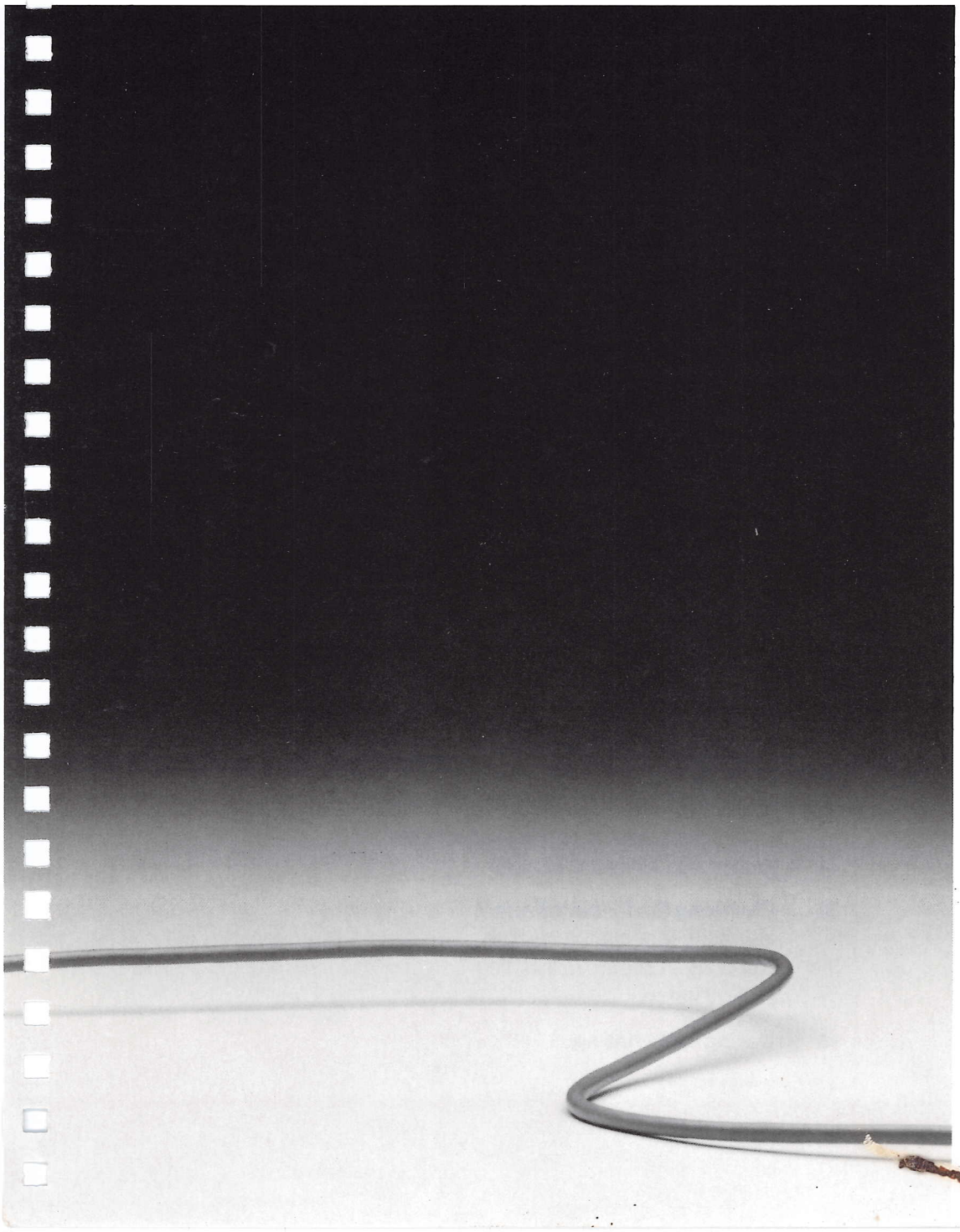


Learning MacWrite

Contents

7 Introduction

9 Getting Started

11 Typing Text
11 Typing Text at the Insertion Point
11 Word Wraparound
13 The Return Key
13 The Undo Command
14 Other Keys on the Keyboard

16 Setting the Format
18 Changing Margins
20 Changing Line Spacing
20 Using the Scroll Bar
22 Changing Alignment

23 Saving Your Work

24 Using Tabs

26 Editing Text
26 Selecting Text
27 Changing Text Style
27 Replacing a Selection
28 The Insertion Point
29 Closing Your Document

30 Editing a Memo
31 Getting an Existing Document From MacWrite
31 Inserting Text
31 Removing Text
32 The Clipboard
32 Moving Text in Your Document
33 Copying Text
33 Replacing Text
34 Removing Selected Text With Backspace
34 Removing Unwanted Returns

36 Changing the Memo's Format
36 Using the Indentation Marker
38 Inserting a Column in a Table
39 Hiding Rulers

40 Saving and Printing

41 What Now?

Introduction

This chapter has two parts. The first part is designed to get you started using MacWrite. You'll learn how to use MacWrite's special typing features, how to set margins and tabs (called **setting the format**), and then how to do some basic editing.

In the second part of the chapter, you'll learn in more detail how to edit text and change its format by changing a memo that's already stored on the disk. Finally, if you have a printer, you'll print the corrected memo.

When you finish the chapter and begin to create your own documents, you may still need some reminders about procedures covered in the first chapter. And you'll discover procedures you need to know about that aren't covered there. Refer to Chapter 2, "Using MacWrite," for quick procedural summaries of most of the word processing tasks you can do with MacWrite.

Macintosh, the owner's guide, orients you to the Macintosh and the Finder. In addition, the guide teaches the basic mouse techniques that you need in order to use all Macintosh applications. Although mouse techniques will be covered briefly the first time you use them in this chapter, you should already know how to:

- □ **click** to select places and actions
- □ **drag** to select text and move things around
- □ **choose from a menu** to choose commands from the menus in the menu bar

MEMORANDUM
DATE: 12 January, 1984
TO: David Allison
FROM: Rupert Cannon
SUBJECT: Project Management
New Product Proposal
Design Review - A marketing response to the
Alpha Test - Final product testing.
Beta Test - Final "finished product" market testing.
PROJECT REVIEW - Where is each project? Where is it going? What are potential problems? What is the timing? This is data gathering and is in reality an ongoing process.
FINAL PRODUCT DEFINITION - What are the features? How do they work? How does a user make them work?
Features - which probably won't change.
Design Review - the final acceptance of the project design.
bone

First, you'll open MacWrite from the Finder.

- **Turn the Macintosh on and insert the disk, metal end first, into the disk drive.**

  The menu bar and desktop icons appear.

- **Click the Write/Paint disk icon to select it.**

  To click: Position the pointer on something—the Write/Paint application disk icon, in this case—then press and quickly release the mouse button.

- **Choose Open from the File menu.**

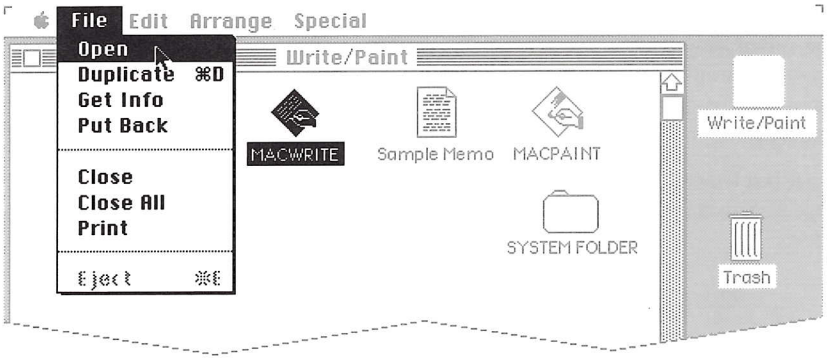
  To choose from a menu: Position the pointer on the menu title—File, in this case—drag to the command, and release.

  The Write/Paint disk window is opened, and you can see icons representing what's stored on the disk you inserted.

  You'll select the MacWrite icon to open a new document.

- **Click the MacWrite icon to select it.**

- **Choose Open from the File menu.**



The desktop clears, and a wristwatch tells you to wait a bit while the Macintosh opens MacWrite on the desktop. Then a nearly empty document appears in a document window.

A MacWrite document window has a **title bar**, a **close box**, a **scroll bar**, and a **size box**. Inside the document window are two items that are part of the document, a **ruler** and a blinking vertical bar. (If the word *window* brings to mind buckets of water and squeegees, you really need to read *Macintosh,* the owner's guide, to learn about electronic windows.)

The **menu bar** contains the titles of menus from which you choose commands.

The **close box** lets you close the window.

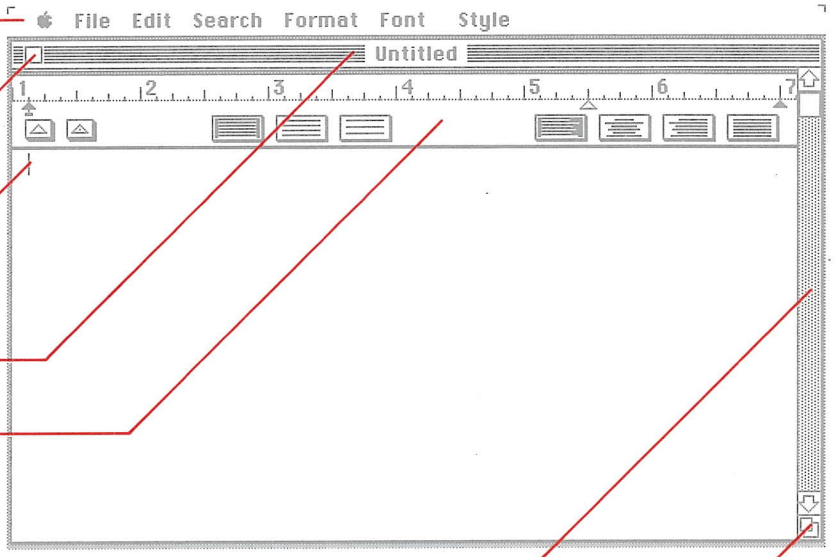
The blinking vertical bar marks the spot where text appears as you type. That spot is called the **insertion point**.

The **title bar** shows the name of the document.

The **ruler** has adjustable settings for margins, tabs, line spacing, and text alignment.

The **scroll bar** lets you move a long document up or down in the window so you can see different parts of it.

The **size box** lets you change the size of the window.



Typing Text

You might not use the term **document** to describe what you're about to type. But to MacWrite, a document is what you create when you put anything in a document window, whether it's one word, a grocery list, a legal brief, or a picture from MacPaint.

1 Typing Text at the Insertion Point

Notice the blinking bar, marking the **insertion point**, at the top left under the ruler.

■ **Type this sentence:**

A penny earned isn't much.

■ **Press and hold the Backspace key until the insertion point is back at the beginning of the line.**

The text disappears.

Typing with MacWrite is similar to typing on a typewriter, except everything takes place at the insertion point:

- □ Every character you type is added to your document at the insertion point.
- □ The **Backspace key** moves the insertion point backward, removing what it backs over.
- □ The **Return key** moves the insertion point down to the beginning of the next line.

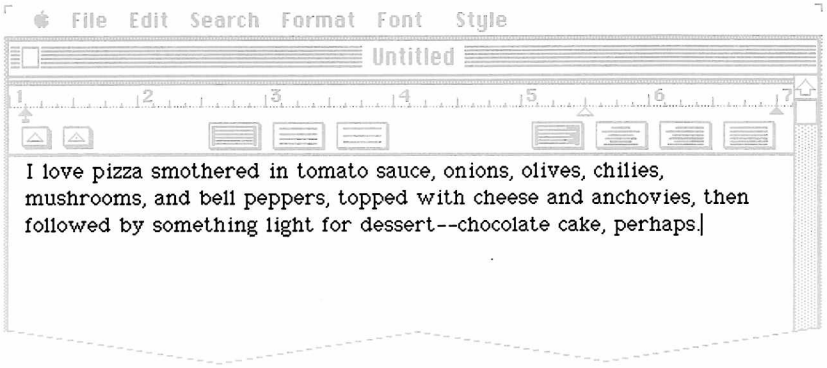
On the Macintosh keyboard, the **character keys**—letters, numbers, symbols, punctuation, Return, Tab, and the space bar—repeat when you press and hold them. In this manual, unless the instructions say "press and hold," "press" means to strike a key lightly as you do when you type.

2 Word Wraparound

Word wraparound is a MacWrite feature that automatically moves the insertion point and the word you're typing at the right margin to the beginning of the next line. You won't use Return to move to the next line when your typing reaches the right margin.

■ **Type the following text without using the Return key at the right margin. Backspace and retype if you make a mistake.**

I love pizza smothered in tomato sauce, onions, olives, chilies, mushrooms, and bell peppers, topped with cheese and anchovies, then followed by something light for dessert--chocolate cake, perhaps.



Always let MacWrite wrap words at the right margin. Use Return when you're ending paragraphs or skipping a line.

Word wraparound is more than just a convenient feature to speed typing. MacWrite uses it to readjust spacing in paragraphs when you make a change—for instance, when you delete a sentence or reset the margins—or when you add a phrase, as you'll do now.

You can add text only at the insertion point, so you'll select the insertion point first and then add something to what you just typed.

■ **Position the pointer at the beginning of the paragraph you just typed and click the mouse button.**

Notice that the pointer changes shape when you move it into the document. The blinking bar marks the insertion point at the beginning of the paragraph. You can select the insertion point anywhere within text you've typed and then type there.

■ **Type the following text and put a space after it:**

Any time of the day or night,

Look at the paragraph. MacWrite has readjusted it to make room for the added text. That's how MacWrite uses word wraparound; in fact, if you end each line of a paragraph with Return, it won't be readjusted when you add or remove text from the paragraph.

A word of reassurance: It's not fatal if you use Return at the right margin when you don't have to. You'll learn how to remove an unwanted Return later in this chapter.

3 The Return Key

Next, you'll use Return to skip lines and type a list, ending these short lines of text before the right margin. And since you'll add text at the end of your document, the insertion point must be there before you can type.

- **Position the pointer after the period at the end of the sentence and click the mouse button.**
- **Press Return twice to skip a line.**

Remember, Return is a key that repeats if you hold it down. If you have too many lines after hitting Return, just backspace to remove them and try a lighter touch next time.

- **Now type the following list (or any other four-item list currently on your mind). Use the Return key to start each new line. Backspace and retype if you make a mistake.**

Pizza
Anchovies
More pizza
Dessert

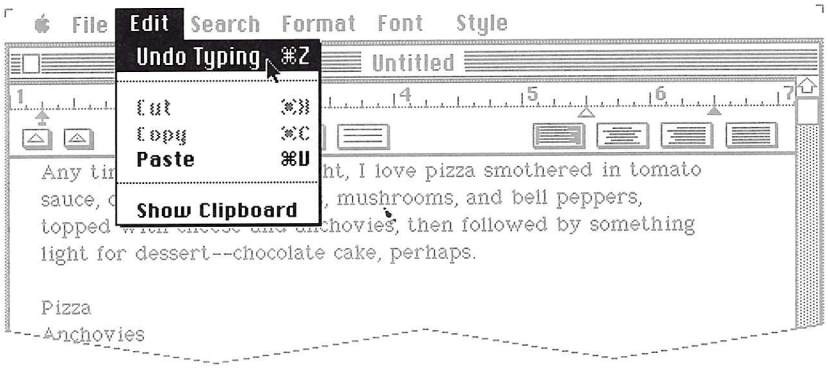
Using Return actually inserts an invisible character into the text. Press Return once to move the insertion point to the beginning of the next line; press it twice to skip a line. Backspace to remove the effects of Return by removing the invisible Return character.

4 The Undo Command

If you don't like what you just typed (you're beginning to loathe pizza, perhaps), you can undo it by using the Undo command. Here's how it works.

- **Choose Undo Typing from the Edit menu.**

Remember how to choose from a menu? Position the pointer on the menu title, drag to the command, and release the mouse button.



The list is gone. Undo undoes typing you've just done (including backspacing) back to the last click of the mouse.

If you change your mind, you can get your typing back by undoing the Undo command, now named Redo.

■ **Choose Redo Typing from the Edit menu.**

The text is back in your document. You'll learn to know and love the Undo command (and its alternate, Redo) as you work with MacWrite.

5 Other Keys on the Keyboard

There are keys on the keyboard that aren't character keys; they perform another function. Here's a brief explanation of what they do.

The **Caps Lock** key capitalizes letters and is convenient when you want to capitalize a word or more. The key works only with letters. You still can type the lower symbols on keys, like the period, and you must use the Shift key to type the upper symbols, such as the exclamation point.

The **Command key**, next to the left Option key, works with character keys to edit a document. It's an extra feature that you can use but really don't need because you'll use the menus to edit your document. The Command key is covered in the introduction to "Editing Tasks" in Chapter 2.

The **Option key** works with many character keys to give a different character set—foreign-language character sets, for instance. See "Apple Menu" in Chapter 3.

The **Enter key** can be used instead of the mouse to confirm certain commands. You'll use it later in this chapter.

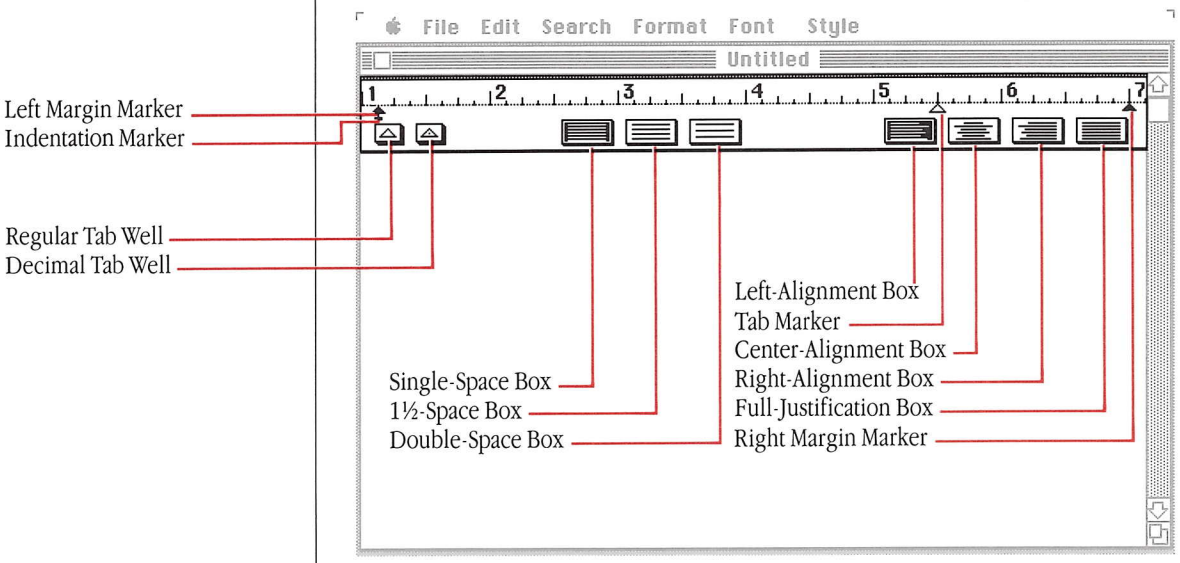
You've just created a document, not a particularly important one, but a document nevertheless. And you've been introduced to almost all of MacWrite's typing features except tabs. You'll work with tabs later in this chapter.

Next, you'll be introduced to the ruler and how to use it to set the format of text.

Setting the Format

Setting the format of text means setting the margins, tabs, line spacing, and text alignment.

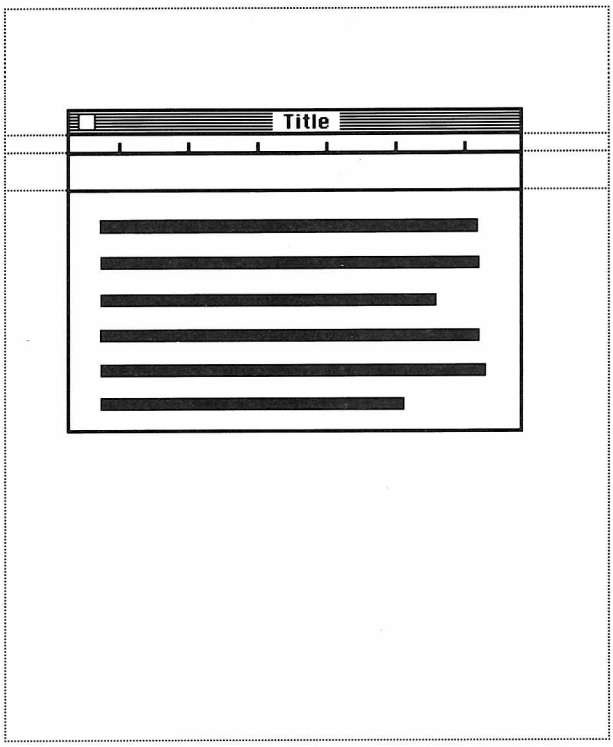
With MacWrite, you'll use the following elements of a ruler to set the format for the text that follows it:



At the top of a new document, MacWrite provides a ruler with a preset format that you can keep or change. The preset format is as follows:

- ☐ a 1⅛-inch left margin with no paragraph indentation
- ☐ a 1½-inch right margin
- ☐ a tab marker at the 5½-inch mark
- ☐ single spaced
- ☐ left aligned

Notice that the text you typed is aligned at the left margin. However, you see only ⅛ inch of the left and the right margin. That's because you're working within a shortened version of an 8½-inch ruler (the width of a standard page). The full margins will appear in the printed document.

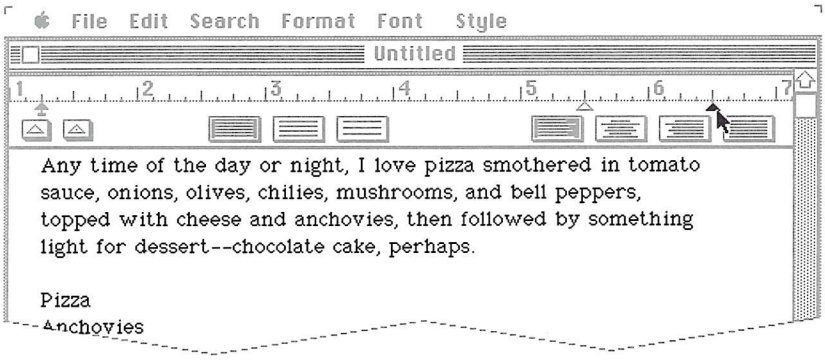


Now you'll change the settings on the ruler. You'll see that these changes affect the text to the end of the document, which is the last typed character (including Return). Later, you'll learn how to insert rulers to vary the format in different parts of your document—for instance, to create tables, indented text, or centered titles.

1 Changing Margins

■ **Drag the right margin marker to the 6½-inch mark on the ruler.**

To drag a marker: Position the pointer on the marker, press and hold the mouse button, drag—in this case, to the 6½-inch mark—then release the mouse button.



If the ruler becomes highlighted when you make any ruler changes, you've selected it accidentally. Just position the pointer in the margin of your document and click. Selecting is covered later in this chapter.

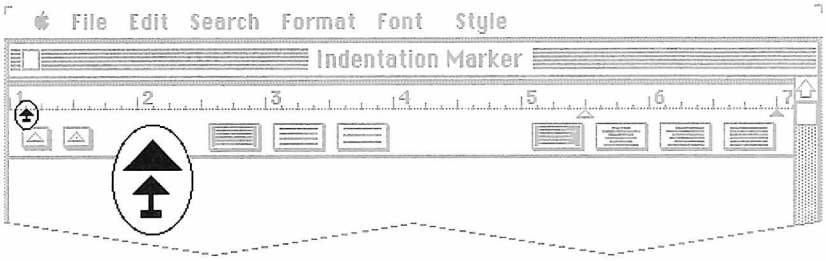
■ **Try to drag the right margin marker past the tab that's at the 5½-inch mark.**

Foiled! You can't move a margin marker past a tab marker, because you can't have a tab outside a margin.

■ **Drag the right margin marker back to the 6½-inch mark.**

Notice that the left margin marker looks different from the right. It's actually two markers stacked together—the left margin marker and the indentation marker. When you want to change the left margin of a document, you'll move both of these markers, one at a time.

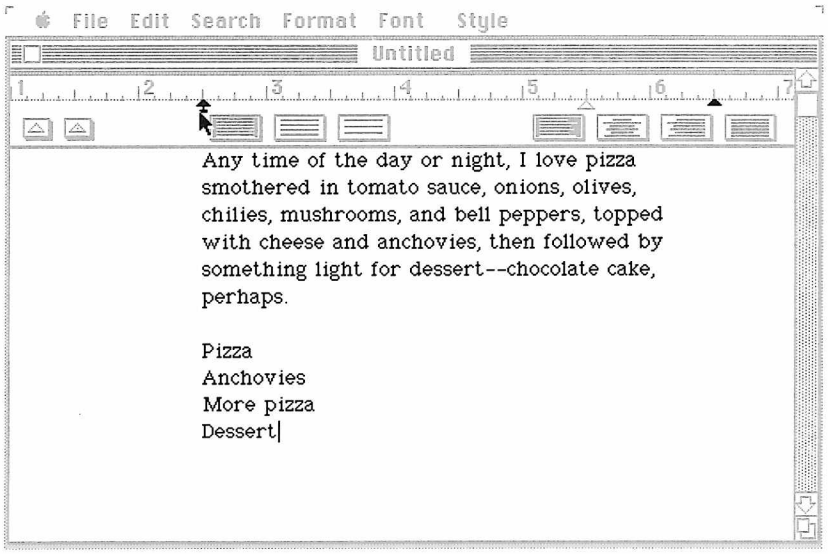
By the way, you don't have to be too careful while dragging margin markers. Once you position the pointer and press the mouse button, MacWrite's interested in where the pointer is when you release the mouse button, but not the route you take to get there.



■ **Drag both left markers, one at a time, to the 2½-inch mark.**

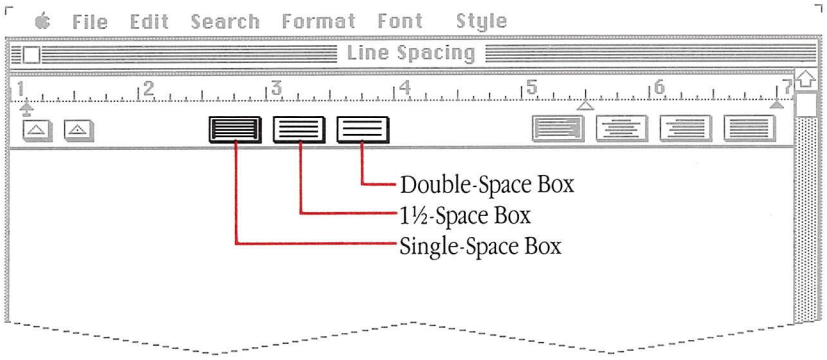
Usually, you'll drag the indentation marker first. But if you carefully position the pointer on either of the bottom angles of the triangle, you can drag the left margin marker first. It takes a little practice.

If you begin to drag and see an outline of an empty triangle, you've inadvertently picked up a tab. Just drag down until the outline becomes bold, release the mouse button, and try dragging the margin markers again.



About the two stacked markers: The margin marker affects any word-wrapped text and aligns it at the left margin. The indentation marker affects the first lines of paragraphs, or each line of a list. You'll use the indentation marker later in this chapter.

2 Changing Line Spacing



- **Set 1½ spacing by positioning the pointer on that box and clicking the mouse button.**

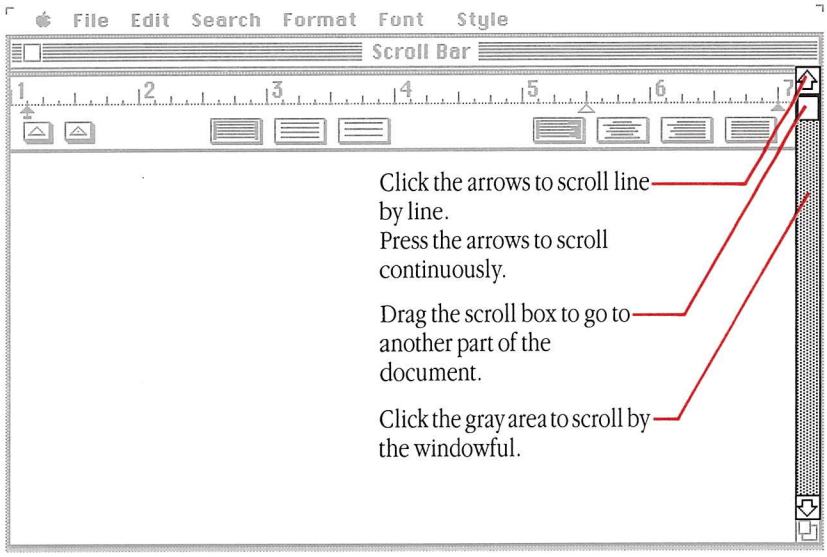
  Everything you typed now appears in 1½ spacing.

- **Click the double-space box.**

  Now everything is double-spaced.

3 Using the Scroll Bar

When you double-spaced your document, the bottom of the document moved out of view. To move it back into view, you **scroll** the document by using the **scroll bar**.



The **scroll box** shows you the relative position, in the entire document, of the part of the document that's now in the window. You can drag the scroll box to go quickly to another place in the document. For instance, to go to the middle of your document, drag the scroll box to the middle of the scroll bar.

If you drag the scroll box to the end of the scroll bar, MacWrite scrolls to the end of the last page in your document. (It may appear empty if you haven't typed there.) Just scroll up a bit to where your text ends.

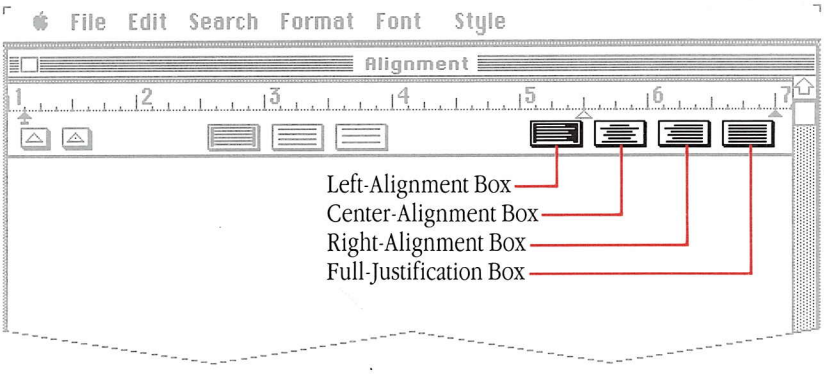
Practice scrolling if you like. Or see Chapter 2 of this manual for a review of all scrolling techniques.

■ **Press the up arrow on the scroll bar until you see the top of the ruler.**

To press: Position the pointer and hold down the mouse button until MacWrite completes the action you want.

■ **Now, click the single-space box so you can see the whole document.**

4 Changing Alignment



- **Center lines between the margins by clicking the center-alignment box.**
- **Now, click the right-alignment box.**

As you can see, everything lines up at the right margin. You'll think of some uses for this—brochure copy or poetry, perhaps.

Remember the Undo command? Undo undoes two types of actions: typing (including backspacing) and most mouse actions (for instance, choosing from a menu or changing ruler settings).

- **Choose Undo Ruler Change from the Edit menu.**

Your text is centered again.

Keep in mind that you can reverse only your last action. So choose Undo before you do anything else.

- **Now click the full-justification box.**

Text is evenly spaced across each line and aligned at both margins except where you ended lines with Return. You can fully justify only word-wrapped lines. If you can't see the difference between fully justified and left-aligned text, click back and forth between the full-justification box and the left-alignment box.

- **Click the left-alignment box to return text to the usual alignment.**

There are two more items on the ruler to be introduced—the tab markers and tab wells. But first, you may want to save your work and take a break.

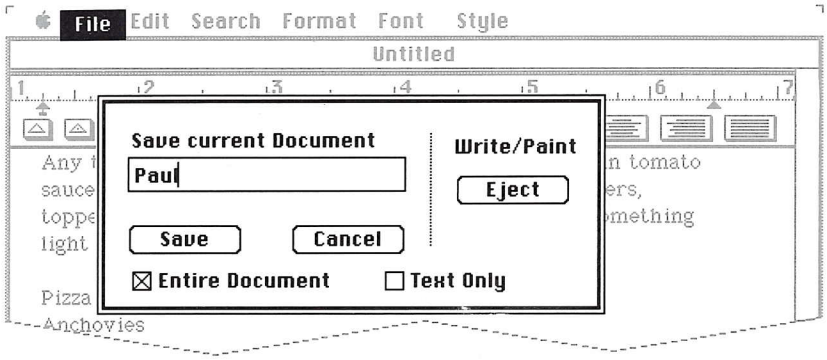
Saving Your Work

Every 15 minutes or so, you should stop what you're working on and save your work. Rarely (but once is enough), you might lose your current work in the Macintosh because of a power failure or power interruption. If you save your work often, you'll always have a recent version of the document on the disk.

■ **Choose Save from the File menu.**

A **dialog box** appears when you choose a command that can't be completed without more information.

■ **Type your own name as the name for this document.**



■ **Click the Save button (or press Enter or Return).**

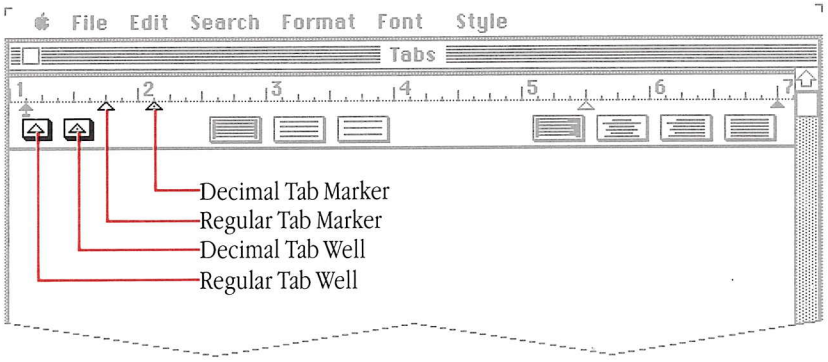
A second or two later, when your document is safely stored on the disk with the name you gave it, the dialog box disappears and you can work on your document again. Once you've saved a new document, you're always working on a copy of the most recent version of that document on the disk.

If you want to learn about the other options in the Save box, see "Save" in Chapter 3.

If you'd like to take a long break and turn the Macintosh off, quit MacWrite by choosing Quit from the File menu to return to the Finder, and choose Eject from the Finder's File menu to eject the disk. To open this document again, reinsert the disk, open the Write/Paint disk icon as you did at the beginning of the chapter, click the document icon with your name on it, and choose Open from the File menu.

Using Tabs

Ready to start again? MacWrite has two kinds of tabs, regular and decimal. You get each from the appropriate tab well on the ruler.



A **regular tab marker** performs the same function as a tab on a typewriter: it indents text or aligns columns.

A **decimal tab marker** sets up columns of numbers so that the decimal point position is aligned with the tab.

- **Drag the regular tab marker (just as you did the margin markers) from the 5½-inch mark to the 3-inch mark on the ruler.**
- **Drag a decimal tab to the 5-inch mark.**

To drag a tab from the tab well: Position the pointer on the tab well. Press and hold the mouse button, and drag an outline of a tab up to the inch scale of the ruler—the 5-inch mark, in this case—then release the mouse button.

Just as when you drag other markers or the scroll box, you don't have to be too careful while dragging tabs. However, if you release a tab when it's still bold, it will disappear.

- **Select the insertion point, if it's not there already, at the end of the list, after "Dessert".**
- **Press Return twice to skip a line.**

Remember that Return and Tab are character keys and repeat if you hold them down. So press them lightly; although, you can always backspace if you repeated them inadvertently.

■ **Press Tab and type:**

Business Lunch

Characters move to the right as you'd expect.

■ **Press Tab and type:**

$55.98

What's on the left of the decimal point moves to the left; what's on the right moves to the right.

■ **Press Return.**

Always use Return to end a line of a table. You can use Tab to go to the next tab on the next line, but you may get a strange-looking table if you have to edit it later.

■ **Press Tab and type:**

Personal Lunch

■ **Press Tab and type:**

$4.98

Like Return, Tab is an invisible character that you can insert and remove. If you backspace after you've removed the first character at the tab, you'll remove the Tab character and move the insertion point to the end of the text at the previous tab.

Try it and see what happens.

■ **Press Backspace six times—five times to remove $4.98 and once more to move the insertion point back to the end of the word "Lunch".**

■ **Press Tab and retype:**

$6.98

This introduction to tabs gives you the basics. You'll work with tabs again in the second part of this chapter when you edit a memo.

Editing Text

Editing means changing the text. It can be anything from correcting a few typos to drastically altering the content of the document. In this section, you'll edit text in a way that's typical on the Macintosh. *You'll first make a selection and then act on it,* either by typing or by choosing a command from a menu.

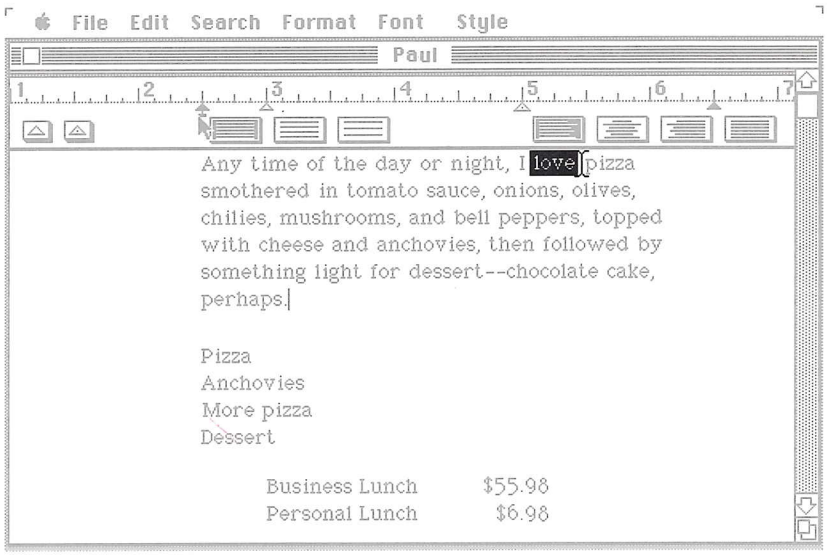
1 Selecting Text

Making a selection is how you tell the Macintosh what you want to work on or where you want to work. With MacWrite, you'll select text to work on by dragging the pointer across it. MacWrite distinguishes a selection from its surroundings by highlighting it. A text selection is highlighted by reversing the black-on-white text to white-on-black.

■ **Select the word "love".**

To select text: Position the pointer just in front of the text—"love", in this case—press and hold the mouse button, drag the pointer across the text, and then release the mouse button.

The text is highlighted to show that you selected it.



2 Changing Text Style

Now, you'll do something to the selection: you'll change text style and size. A style changes the look of text, making it bold, italic, underlined, and so forth.

- **Choose Underline from the Style menu.**

  "Love" is now underlined and still selected, so you can still change it. (It becomes unselected only when you select something else.) In the Style menu, Underline is checked.

  Since you can combine styles, go ahead and choose another one.

- **Choose Bold from the Style menu.**

  The text is bold, and you could add the rest of the styles or return the selection to Plain Text. But instead, change the font size to see another effect you can create with this menu.

- **Choose 24 Point from the Style menu.**

  Perhaps that's more of an effect than you'd bargained for.

- **Choose Undo from the Edit menu.**

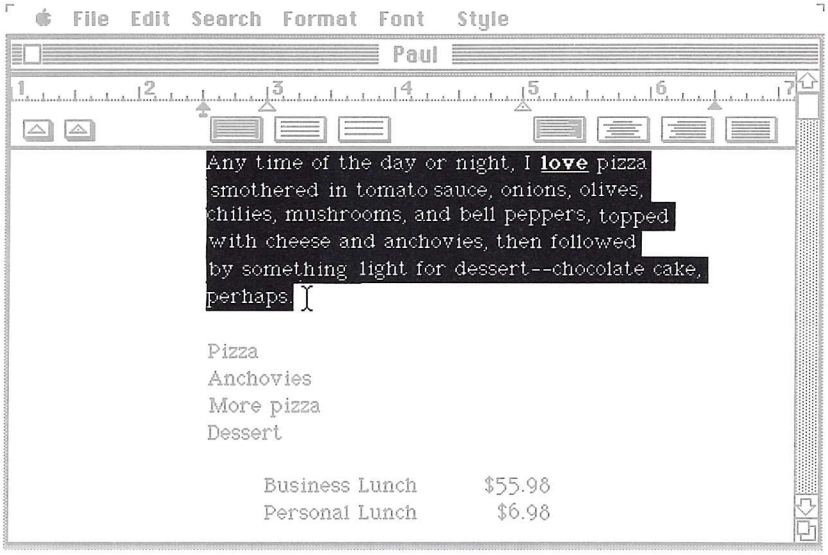
  "Love" is bold, underlined, in 12 point font size, and still selected.

3 Replacing a Selection

You can make one selection at a time in a MacWrite document. When you make a selection, you unselect the previous one.

- **Select the sentence at the beginning of the document.**

  Position the pointer at the beginning of the text, drag across the lines to the end of it, then release the mouse button.



You can also select text by dragging from the end of it to the beginning.

Now, again, you'll do something to the selection. This time, you'll act on it by typing.

■ **Type your name.**

When you select text and start typing, what you type replaces the text you selected. This is a great feature when that's what you intend to do, but it's disconcerting when it isn't. However, like anything you do and instantly regret, you can undo it from the Edit menu.

■ **Choose Undo Typing from the Edit menu.**

MacWrite undoes your typing and restores the previous selection, the sentence.

4 The Insertion Point

Remember the blinking vertical bar that's been marking the insertion point where you've added text or where you've removed text with Backspace? Since a selection is the place that receives the next action, the insertion point is a selection, too. And that's why when you select the insertion point, you unselect the previous selection.

You've finished the first half of this chapter. Experiment a little, and use the skills you've acquired. You know how to use the special typing features, how to set a format on the ruler, how to select text and change it, and how to select the insertion point to add or remove text anywhere in your document.

Go ahead and practice making a selection and acting on it. Use the style commands in the Style menu. Or try the Font menu. It has other fonts to choose from besides the preset one, New York.

There is more to learn about selecting and using the Style and Font menus. How do you remove one style while keeping another? How do you select a whole document quickly? Chapter 2, "Using MacWrite," answers these kinds of questions. All the MacWrite word processing procedures, from basic skills to advanced tasks, are presented there with explanations. In the next part of this chapter, you'll build on these basic skills as you edit the text of a memo and and vary its basic format.

5 Closing Your Document

When you've finished experimenting, you'll close this document and clear the desktop to begin the second part of this chapter, "Editing a Memo."

- **Choose Close from the File menu.**

A dialog box appears that lets you save the changes you've made since you last saved.

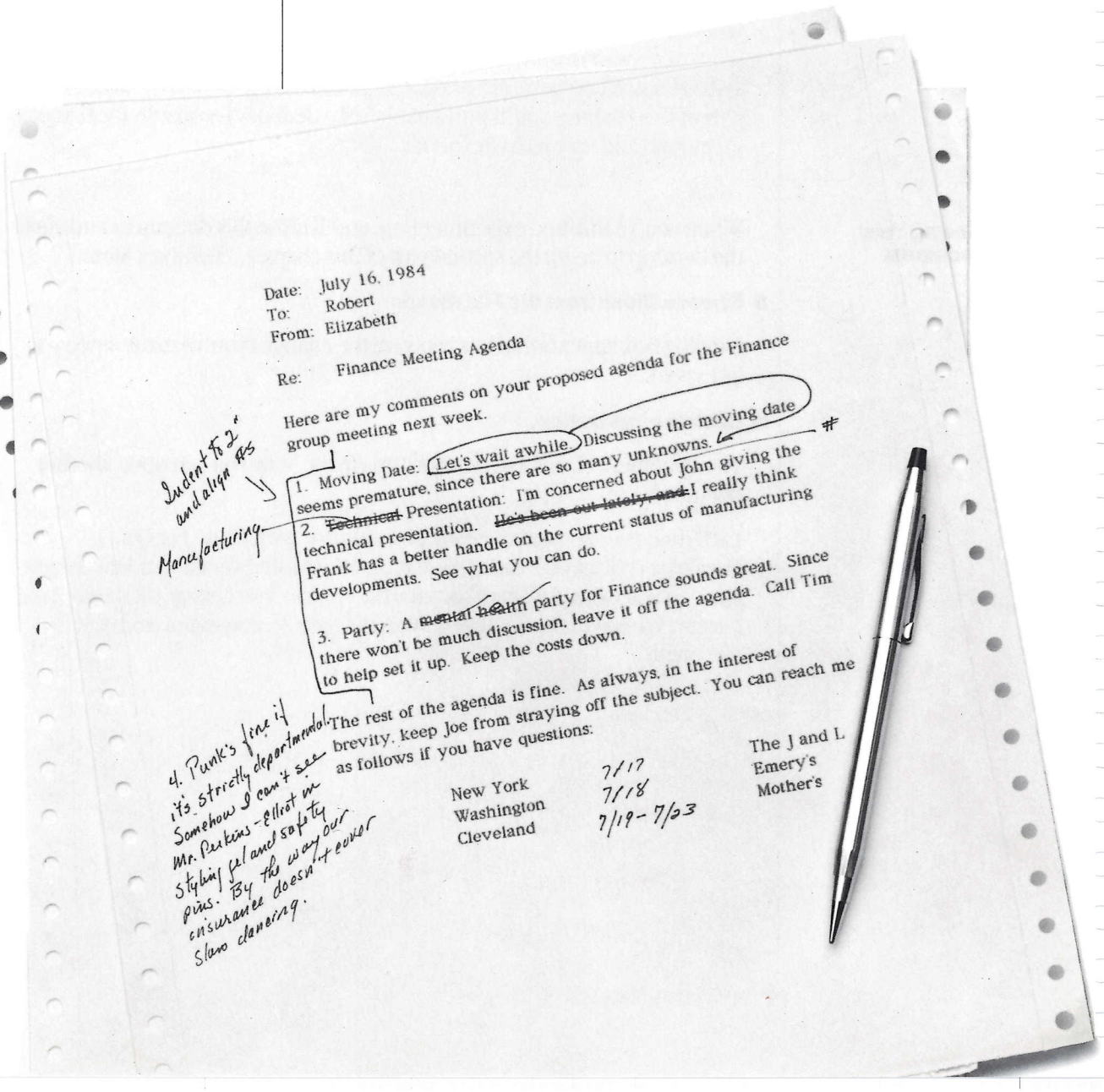
- **Click the Yes button.**

The document closes and the desktop clears. Now you can open another document.

Each time you save with the Save command or with Close (or Quit), MacWrite replaces the old version with the updated version under the same name. If you instead want to keep the old version, you change the name of the current version of the document with the Save As command from the File menu.

Editing a Memo

What follows is a hand-corrected copy of the memo that you're about to open on the desktop. You're going to edit text and alter the format by making the indicated changes. Read the memo, note these changes, and then read the instructions for opening the document. When you're finished, you'll save the corrected memo as a separate document and keep the original for another person to practice on. (The original memo has been protected so you can't replace it when you save. *Macintosh,* your owner's guide, tells you more about protected documents.)



Date: July 16, 1984
To: Robert
From: Elizabeth

Re: Finance Meeting Agenda

Here are my comments on your proposed agenda for the Finance group meeting next week.

Indent to 2" and align RS

1. Moving Date: Let's wait awhile. Discussing the moving date seems premature, since there are so many unknowns. #

Manufacturing

2. ~~Technical~~ Presentation: I'm concerned about John giving the technical presentation. ~~He's been out lately, and~~ I really think Frank has a better handle on the current status of manufacturing developments. See what you can do.

3. Party: A ~~mental health~~ party for Finance sounds great. Since there won't be much discussion, leave it off the agenda. Call Tim to help set it up. Keep the costs down.

4. Punk's fine if it's strictly departmental. Somehow I can't see Mr. Perkins-Elliot in styling gel and safety pins. By the way our insurance doesn't cover slam dancing.

The rest of the agenda is fine. As always, in the interest of brevity, keep Joe from straying off the subject. You can reach me as follows if you have questions:

New York	7/17	The J and L
Washington	7/18	Emery's
Cleveland	7/19-7/23	Mother's

1 Getting an Existing Document From MacWrite

- **Choose Open from the File menu.**

  A dialog box appears with a list of all MacWrite documents on the MacWrite disk. Notice that you can scroll the directory.

- **Click "Sample Memo".**

- **Click Open.**

  A copy of the memo appears. The original is still on the disk.

2 Inserting Text

In the first part of the chapter, you inserted a phrase in a sentence. Once you've created a document, you can insert characters—including spaces, Tabs, and Returns—at the insertion point. Practice again by making the following correction.

- **Press the down arrow on the scroll bar until you can see paragraphs 1 and 2.**

- **At the beginning of paragraph 2, select the insertion point by positioning the pointer in front of the number and clicking.**

- **Press Return once.**

  You've inserted a line break, and the whole document has moved down to accommodate it.

3 Removing Text

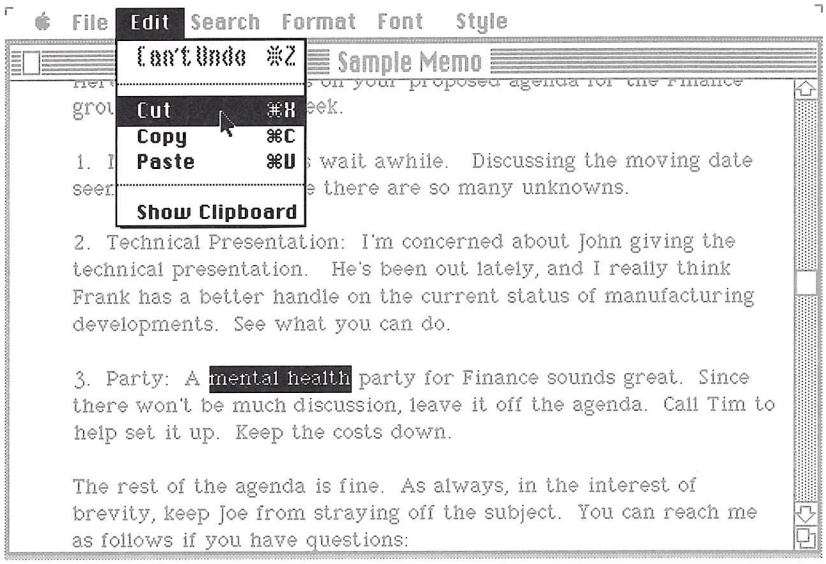
You've been removing text (including Returns and Tabs) by backspacing over it. However, for text that you've already typed, it's faster to select what you want to remove and then use one of two methods to remove the whole selection. One method is to use the Cut command in the Edit menu; the second method is to use the Backspace key. You'll be shown the second method a little later.

- **Scroll to the next windowful by clicking once in the gray area below the scroll box.**

- **Select the text "mental health" by dragging across the text.**

  The selection is highlighted, ready for the next action.

- **Choose Cut from the Edit menu.**



The text disappears.

Notice how MacWrite has readjusted the paragraph to account for the missing words. This is word wraparound in action.

4 The Clipboard

When you cut text, MacWrite moves it to a "holding place" called the **Clipboard**. Because you can put the contents of the Clipboard back into your document, cutting is the first step in moving text.

You can see the contents of the Clipboard by choosing Show Clipboard from the Edit menu. Then you can close it by choosing Hide Clipboard, the alternate of Show Clipboard. Or you can keep it on the desktop like any window.

5 Moving Text in Your Document

You move text by selecting and cutting it from one place (automatically placing it on the Clipboard) and then pasting it (from the Clipboard) into another place that you select.

- **Scroll the document up to see paragraph 1 again.**
- **Select the sentence "Let's wait awhile." in paragraph 1.**
- **Choose Cut from the Edit menu.**

MacWrite removes the selection and places it on the Clipboard.

- **Choose Show Clipboard from the Edit menu.**

  There's the selection you just cut.

- **Choose Hide Clipboard from the Edit menu or click the close box.**

- **Select the insertion point at the end of the same paragraph, and type a space with the space bar.**

- **Choose Paste from the Edit menu.**

  Since MacWrite pastes only a copy of the Clipboard contents, you can paste the same thing again, any time and anywhere in your document. Just select the insertion point and choose Paste. Only another Cut or Copy will change the contents of the Clipboard.

6 Copying Text

Copying text works like cutting it, except the text isn't removed from the document. You select what you want to copy—for instance, a hard-to-spell name—then choose Copy from the Edit menu (placing it on the Clipboard), select the insertion point, and choose Paste from the Edit menu.

You can paste copied text repeatedly until you change the contents of the Clipboard with another Copy or Cut.

7 Replacing Text

Now you're going to replace "Technical", the first word in the second numbered paragraph, with "Manufacturing". Although you can use what you've learned to cut "Technical" and then insert "Manufacturing", you've already learned a faster way to replace text: simply select it and type its replacement.

- **Select the word "Technical" by double clicking.**

  To double-click: Position the pointer anywhere on the word and press and release the mouse button twice in quick succession.

  Double clicking is a quick way to select a whole word.

- **Type:**

  Manufacturing

  "Technical" disappears and "Manufacturing" takes its place. Just as you can replace a selection by typing, you can replace it by pasting and thus move or copy text to replace other text.

8 Removing Selected Text With Backspace

Cutting is one way to remove selected text. Using Backspace is the second. Cutting saves text for later use, but removing it with Backspace does not.

When you do this exercise, the paragraph won't readjust as it did before. You'll see why in a minute.

Here's another selection technique.

- **Select "He's been out lately, and" in the same paragraph of the memo by using Shift-click.**

To select with Shift-click: Select the insertion point—in this case, in front of "He's"—by positioning the pointer and clicking. Next, position the pointer where you want to end the selection—in this case, after "and"—then while you hold down the Shift key, click the mouse button.

You can use this technique for making long selections by scrolling before you Shift-click. See the section "Selecting" in Chapter 2 for a summary of all selecting methods.

Now remove the selection.

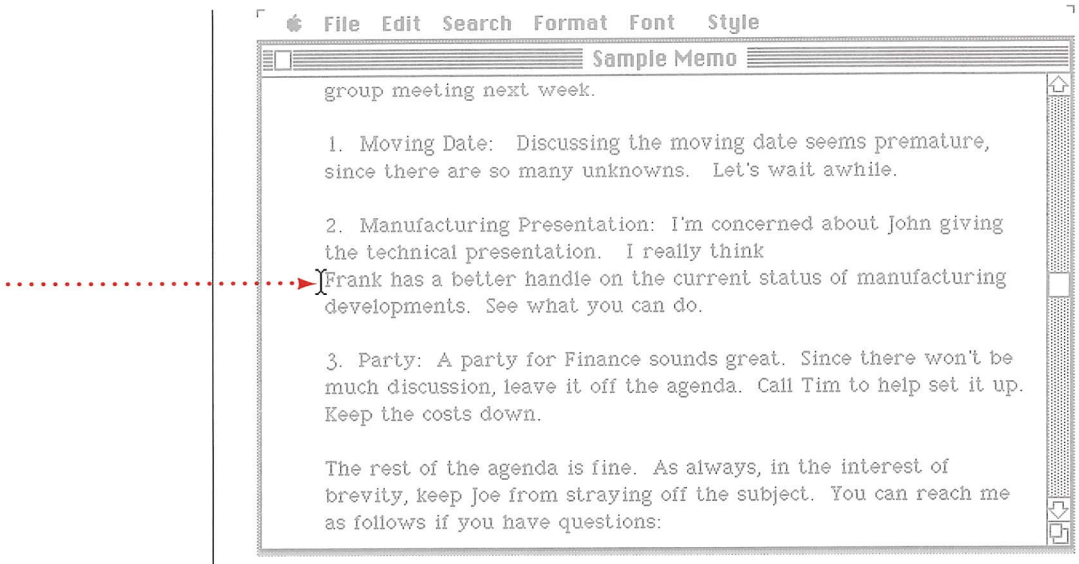
- **Press Backspace once.**

The selected text is eliminated. Backspacing over a selection doesn't place it on the Clipboard, so backspacing is a useful way to remove text and still keep the contents on the Clipboard to paste later.

9 Removing Unwanted Returns

Occasionally, you'll add or remove text, and a paragraph won't readjust. In the paragraph you're editing, a Return (used on purpose to show you the effect) is stopping MacWrite from filling in the remaining text to form a proper-looking paragraph. When you remove the Return, the paragraph readjusts.

- **Select the insertion point at the beginning of the next line, which starts with "Frank".**



- **Press Backspace once.**
- **Type a space with the space bar.**

The two parts merge to form a paragraph.

Removing a Return is easy. But it's easier to let MacWrite wrap words in the first place by using Return only at the end of a paragraph.

Changing the Memo's Format

You've learned to use most of MacWrite's text editing features. Earlier, you learned to alter the format of a document by changing settings on a ruler.

To change the format of different parts of a document, you use the Format menu to insert a ruler, and then you change the settings. Those settings are in effect up to the next ruler you insert. You can easily have several rulers in a document, one for the main body, a different one for indented material, another for tables, and so forth.

Now, you'll make the format changes that are marked on the practice memo. As you learn how rulers behave, you'll be able to change a format quickly, either while typing original text or later when editing it.

1 Using the Indentation Marker

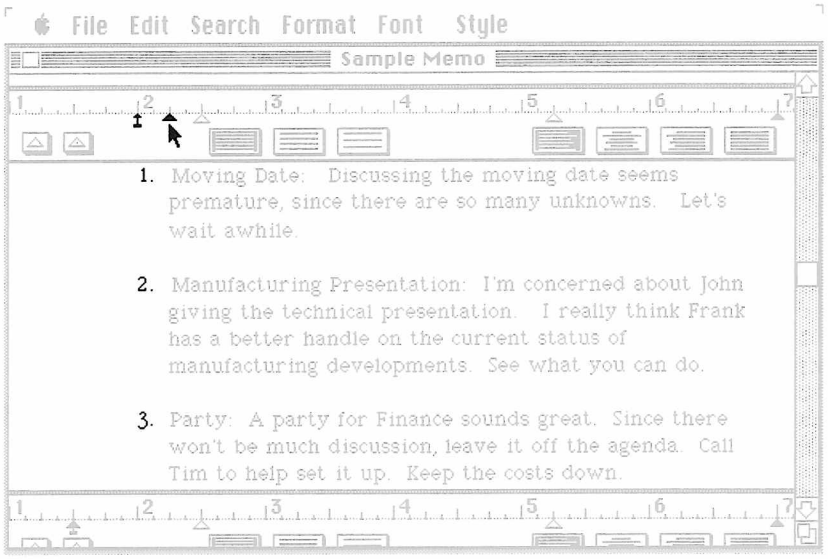
When you changed ruler settings in the first part of the chapter, you saw those changes affect the entire document. Now, you'll indent only the three numbered paragraphs. To avoid indenting the rest of the memo, you'll insert two rulers, one at the beginning and one at the end of the text to be changed. Then, you'll change the margin settings only on the first. As you'll see, the changes will affect text only up to the next ruler.

- **Select the insertion point at the beginning of paragraph 1.**
- **Choose Insert Ruler from the Format menu.**

  You get a copy of the preceding ruler, the one that's setting the format for text at the insertion point.
- **Press the down arrow on the scroll bar, and scroll to see the last two paragraphs in the memo.**
- **Select the insertion point at the beginning of the last paragraph, which starts with "The rest".**
- **Choose Insert Ruler from the Format menu.**

  Again, you see a copy of the preceding ruler.
- **Scroll back to the first ruler you inserted.**

  Try to keep the ruler you just inserted in view at the bottom of the page.
- **Drag the indentation marker to the 2-inch mark.**
- **Drag the left margin marker to the 2¼-inch mark.**



The paragraphs are in a new format. The numbers are indented and aligned under the indentation marker, and the rest of the paragraph is indented farther and aligned under the left margin marker. By inserting a second ruler, you made sure that you kept the regular margins for the rest of the memo.

Next, you'll insert a new numbered paragraph into the memo, using the new format.

- **Select the insertion point after the period at the end of paragraph 3.**
- **Press Return twice.**

When you press Return, the insertion point moves to a position designated by the indentation marker.

- **Type the following paragraph. Press Tab after you type "4.". Remember, continue typing at the margin, and don't use Return until you finish typing the paragraph.**

4. Theme: Punk's fine if it's strictly departmental. Somehow I can't see Mr. Perkins-Elliot in styling gel and safety pins. By the way, our insurance doesn't cover slam dancing.

Notice that the first line of the paragraph is aligned at the indentation marker and the remaining lines are aligned at the left margin marker. Pressing Tab moves the insertion point to the margin marker to ensure that the first word in the paragraph aligns with the body.

Now, you'll do the last editing task on this memo.

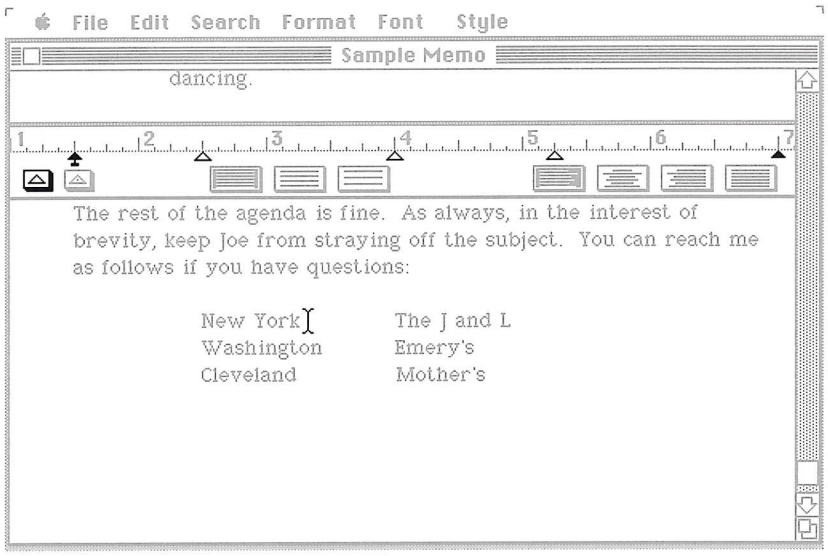
2 Inserting a Column in a Table

Insert some dates into the itinerary table at the bottom of the memo.

- **Scroll to the itinerary at the end of the memo, keeping the ruler just above it in view.**
- **Drag a regular tab from the first tab well to the 4-inch mark on the ruler above the itinerary.**

The last column moves back under the new tab marker. MacWrite puts tabular text in the first sequence of tabs it finds. So when you insert a tab marker between two tabs, it moves each column on the right one tab position to the left. Here's how to insert a new column under the new tab marker and move the other column back where it was.

- **Select the insertion point just after "New York".**



- **Press Tab and type:**

7/17

■ **Select the insertion point just after "Washington". Press Tab and type:**

7/18

■ **Select the insertion point just after "Cleveland". Press Tab and type:**

7/19-7/23

3 Hiding Rulers

You've finished editing the memo. However, too many rulers can clutter your view of a document and its appearance when you print it.

■ **Choose Hide Rulers from the Format menu.**

The rulers are now invisible, but they're still setting text format. You can see how your document will look when it's printed.

If you want to see the rulers again, choose Show Rulers from the Format menu. Like Show Clipboard and Hide Clipboard, Show Rulers and Hide Rulers alternate in the menu.

Inserting a ruler makes all rulers appear in the document.

Rulers can be selected and copied, and, except for the first ruler, they can be moved, removed, or replaced. You can also copy or move a ruler along with the text that follows it. For instance, after you've gone to the trouble of setting up a complicated table, you can move it and the ruler that's formatting it to a new location in your document. Look in Chapter 2 for step-by-step instructions for these kinds of procedures.

Are you satisfied with the way the memo looks? If not, make any changes you want. Then read on about saving and printing this memo.

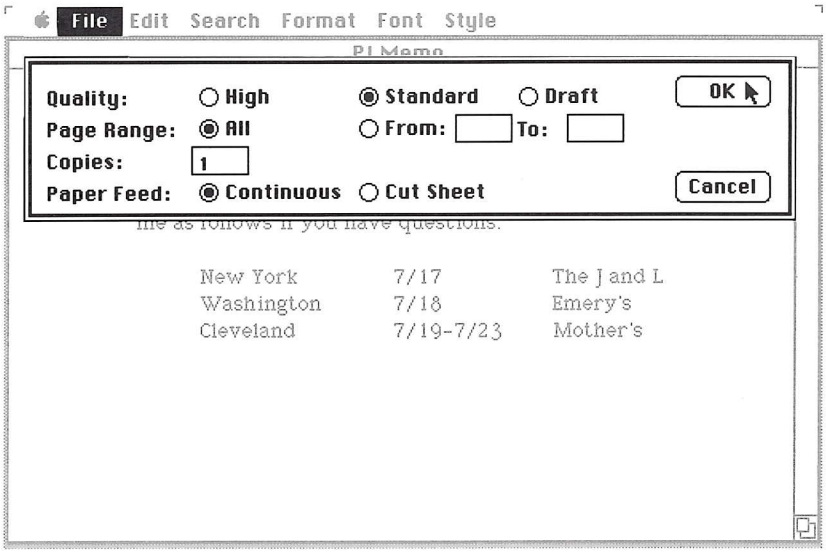
Saving and Printing

You've finished "Learning MacWrite." Perhaps you'd like to save this corrected version of the memo before you leave MacWrite. Remember, the original version is protected for someone else to use; so, you'll save your corrected memo as a different document by giving it a different name using the Save As command from the File menu.

- **Choose Save As from the File menu.**
- **Type your initials and the word Memo .**
- **Click Save or press Enter (or Return).**

If you have a printer, set it up with the instructions in *Macintosh,* the owner's guide.

- **Choose Print from the File menu.**



You'll set these specifications each time you print.

- **Click the High check box after Quality:.**

There's a relationship between the printing speed and the quality of type on the printed page. High quality prints the slowest and Draft quality prints the fastest.

Since your document is one page long, you'll leave Page Range as it is and print all of it. If you wanted to print a portion of a longer document, you'd designate the pages to be printed.

Leave the number of copies to be printed as it is, preset to 1, unless you want more.

- **Click the Continuous check box or the Cut Sheet check box, depending on the type of paper you're using.**
- **Click OK to confirm these specifications.**

Your document starts to print.

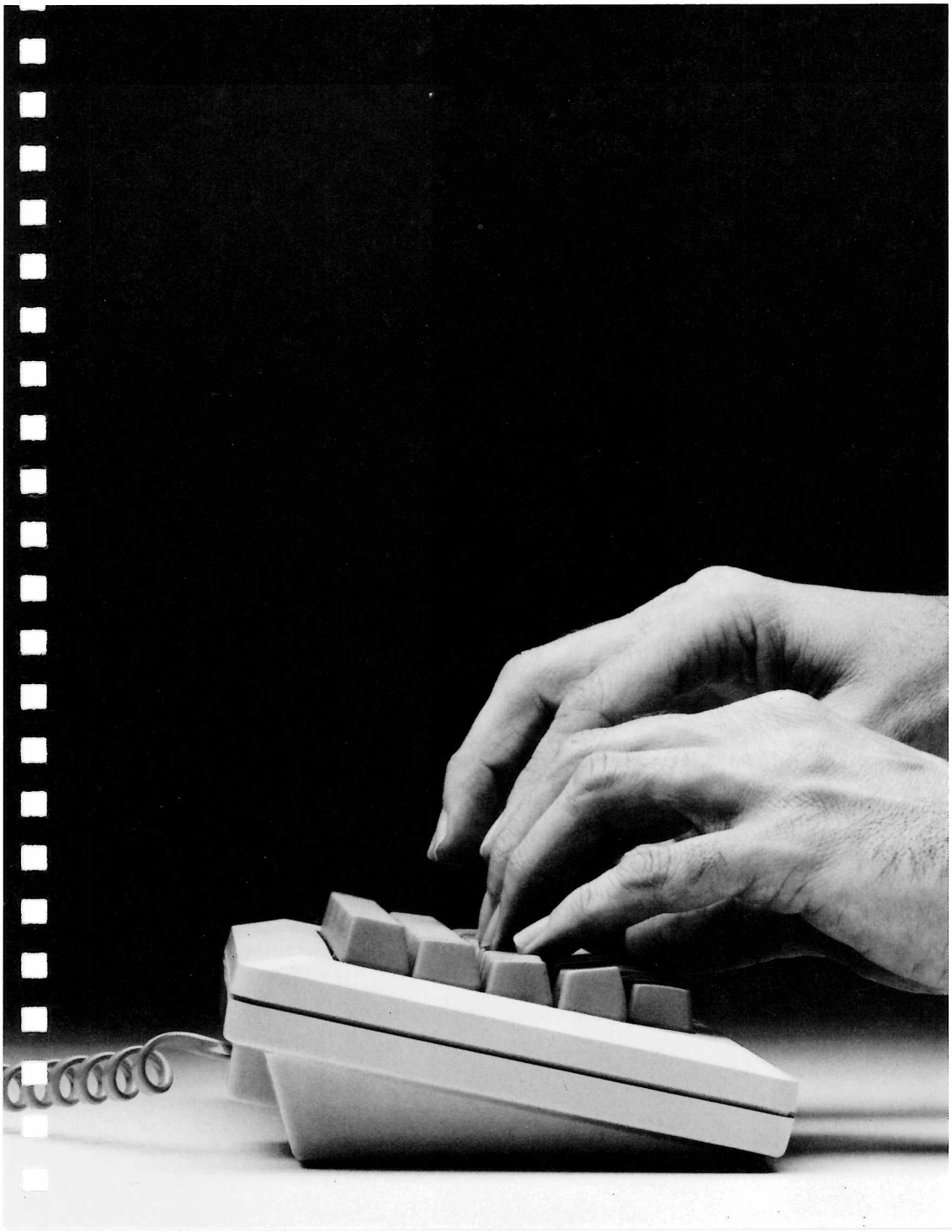
What Now?

Play around with MacWrite. Open another document by choosing New from the File menu. Write a letter to a friend, type a memo telling your boss what you've always wanted to say but haven't dared, or write us at Apple telling us how much you like MacWrite and the Macintosh. When you're finished, quit MacWrite with the Quit command in the File menu, and eject your disk.

When you start using MacWrite, you'll probably have questions. How do you copy or move a ruler? How do you get a top and bottom margin for documents longer than a page? Look in Chapter 2, "Using MacWrite." The Contents will direct you to summaries of basic skills as well as guides for doing most of the tasks you'll want to do with MacWrite.

Chapter 2:

Using MacWrite



Contents

45 Introduction
46 Summary of Mouse Techniques
48 Scrolling
50 Working With Windows

51 Editing Tasks
52 Selecting
55 Inserting
56 Removing
57 Replacing
58 Moving or Copying Within a Document
60 Moving or Copying Between MacWrite Documents
62 Finding Text
64 Finding and Replacing Text
66 Changing the Style or Size of Text
68 Changing the Font
69 Resizing or Shifting a Picture Horizontally
70 Moving or Copying Pictures From MacPaint to MacWrite
72 Storing Text or Pictures in the Scrapbook
74 Copying Text or Pictures From the Scrapbook

77 Changing the Format
78 Changing the Settings on a Ruler
80 Changing the Format While You Type
82 Changing the Format of Existing Text
84 Creating and Editing Tables
85 Removing a Column From a Table
86 Inserting a Column in a Table
88 Creating Top and Bottom Margins
90 Setting Page Numbering
91 Inserting a Page Break

93 Working With Documents
94 Saving Your Work
95 Opening a New Document From MacWrite
96 Opening an Existing Document From MacWrite
98 Opening a Document on a Different Disk
100 Saving to a Different Name or Disk
101 Quitting MacWrite
102 Printing
104 Creating and Printing a Long Document

Introduction

If you've read Chapter 1, you're familiar with many elements of MacWrite word processing. This chapter presents step-by-step instructions to the tasks covered in Chapter 1, as well as to other MacWrite word processing procedures you'll want to know about.

MacWrite word processing tasks fall into three general categories: editing, setting a format, and working with documents. The main sections of this chapter reflect those categories. To refresh your memory, it starts with a short review of basic Macintosh skills.

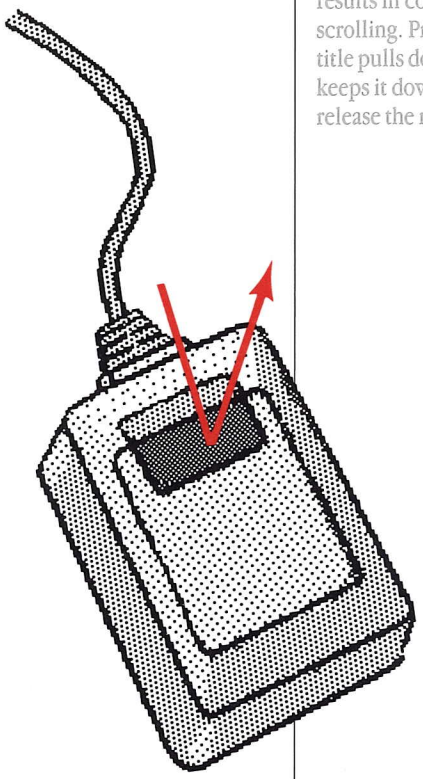
Summary of Mouse Techniques

You'll use the following mouse techniques to do just about every task in this chapter:

- ☐ **click** to select or activate something
- ☐ **press** to cause a continuous action
- ☐ **drag** to select, choose from a menu, or move something
- ☐ **double-click** to select or activate something quickly
- ☐ **Shift-click** to select or to extend or shorten a selection

To Click

- Position the pointer on what you want to select or activate.
- Press and quickly release the mouse button.



To Press

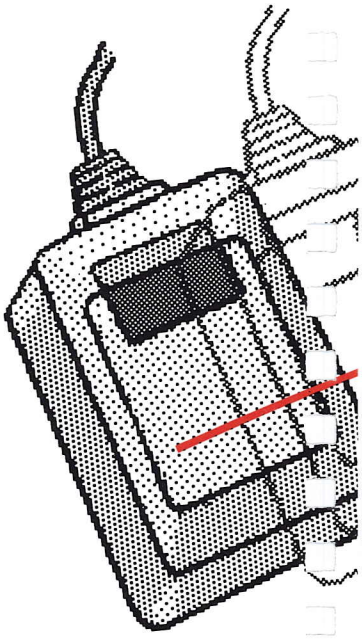
- Position the pointer on something.
- Without moving the mouse, press and hold the mouse button.

The effects of pressing continue as long as you hold down the mouse button. Pressing on a scroll arrow results in continuous scrolling. Pressing on a menu title pulls down the menu and keeps it down until you release the mouse button.

To Drag

- Position the pointer on something.
- Press and hold down the mouse button, and move the mouse.
- Release the mouse button.

In general, you can cancel a drag in progress by moving the pointer back where it started. Cancel a drag through a menu by moving the pointer off the menu.

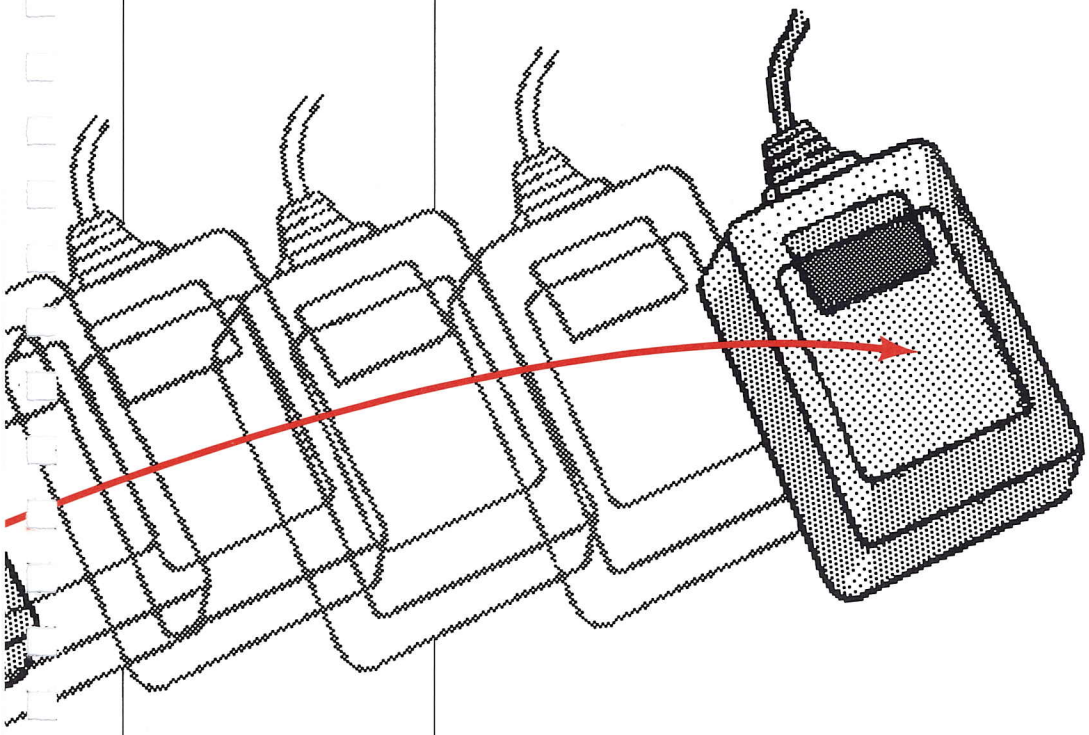


To Double-Click

- Position the pointer on what you want to select or activate.
- Press and release the mouse button twice in quick succession.

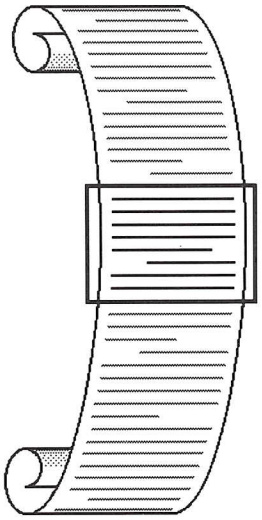
To Shift-Click

- Make a selection of text, the insertion point, a ruler, a picture, or a page break.
- Hold down the Shift key and click where you want the selection to end (including extending or shortening a completed selection).



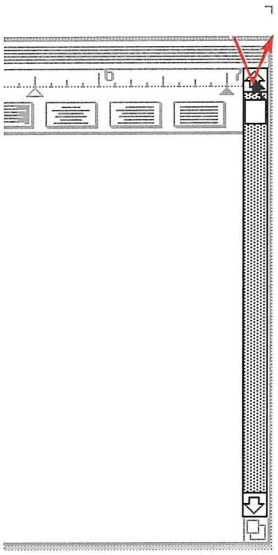
Scrolling

Scrolling is a technique for moving your document up or down in the document window so you can bring any part of the document into view.



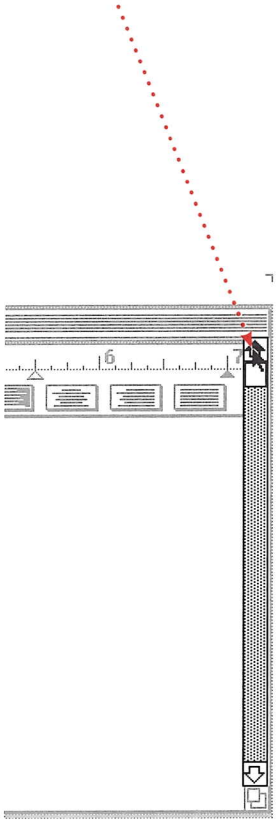
To Scroll Text One Line Up or Down

- Click the appropriate arrow at the top or the bottom of the scroll bar.



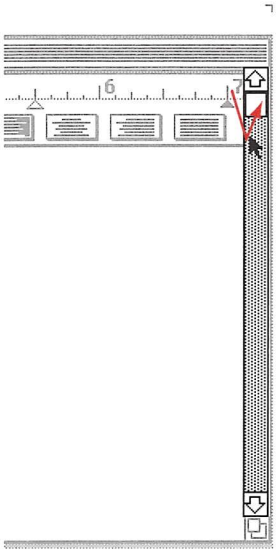
To Scroll Text Continuously Line by Line

- Press the appropriate arrow at the top or the bottom of the scroll bar.



To Scroll by the Windowful

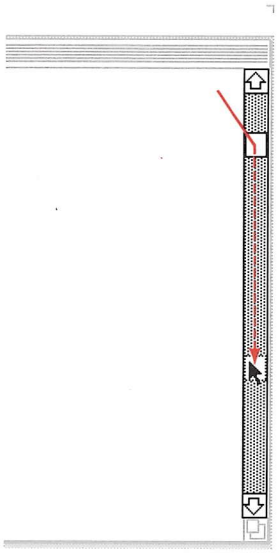
- Click in the gray area above or below the scroll box.



To Go to the Beginning or End of Your Document

- Drag the scroll box to the top or the bottom of the scroll bar.

When you drag the scroll box to the bottom of the scroll bar, you see the end of the last page. It may appear empty if the last page isn't entirely filled.



To Go to Any Part of a Long Document

- Drag the scroll box to a place in the scroll bar that's about equivalent to where the text is in the document.

Think of the scroll bar as graphically representing the length of your document. If you want to see the middle of your document, drag the scroll box to the middle of the scroll bar.

Working With Windows

A window frames and displays its contents. There are six windows in MacWrite: the document window, the Header window, the Footer window, the Find window, the Change window, and the Clipboard window. There are also windows for desk accessories.

A window always has a title bar, and may have a close box, a scroll bar, or a size box. You can move a window, change its size, or close it.

To close a window, work in it, or change its size, you must activate the window first by clicking anywhere inside it.

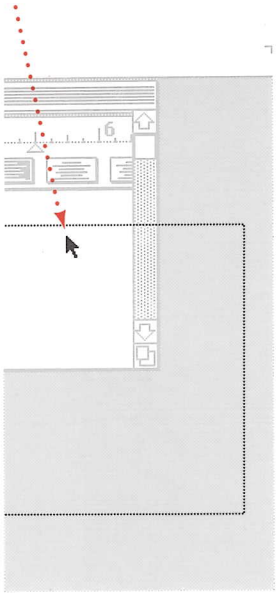
To Move a Window

- Position the pointer anywhere on the title bar, except on the close box.
- Drag an outline of the window to the new location.

The window itself moves when you release the mouse button.

After you release the mouse button, the window is activated if it wasn't already.

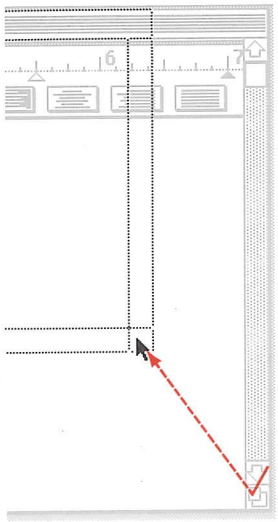
To move the window without activating it, hold down the Command key while dragging the window.



To Change the Size of a Window

- Activate the window by clicking inside it.
- If necessary, move the window so that the size box in the lower-right corner is visible.
- Drag the size box until the window's outline is the size you want.

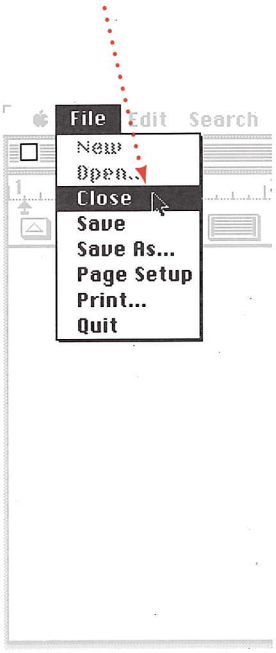
Dragging horizontally changes the width, dragging vertically changes the height, and dragging diagonally changes both.



To Close a Window

- Activate the window.
- Choose Close from the File menu or click the close box, if any.

You can also close the Header and Footer windows with the Hide Header and Hide Footer commands in the Format menu. You can close the Clipboard with the Hide Clipboard command in the Edit menu. See "Creating Top and Bottom Margins" in this chapter.

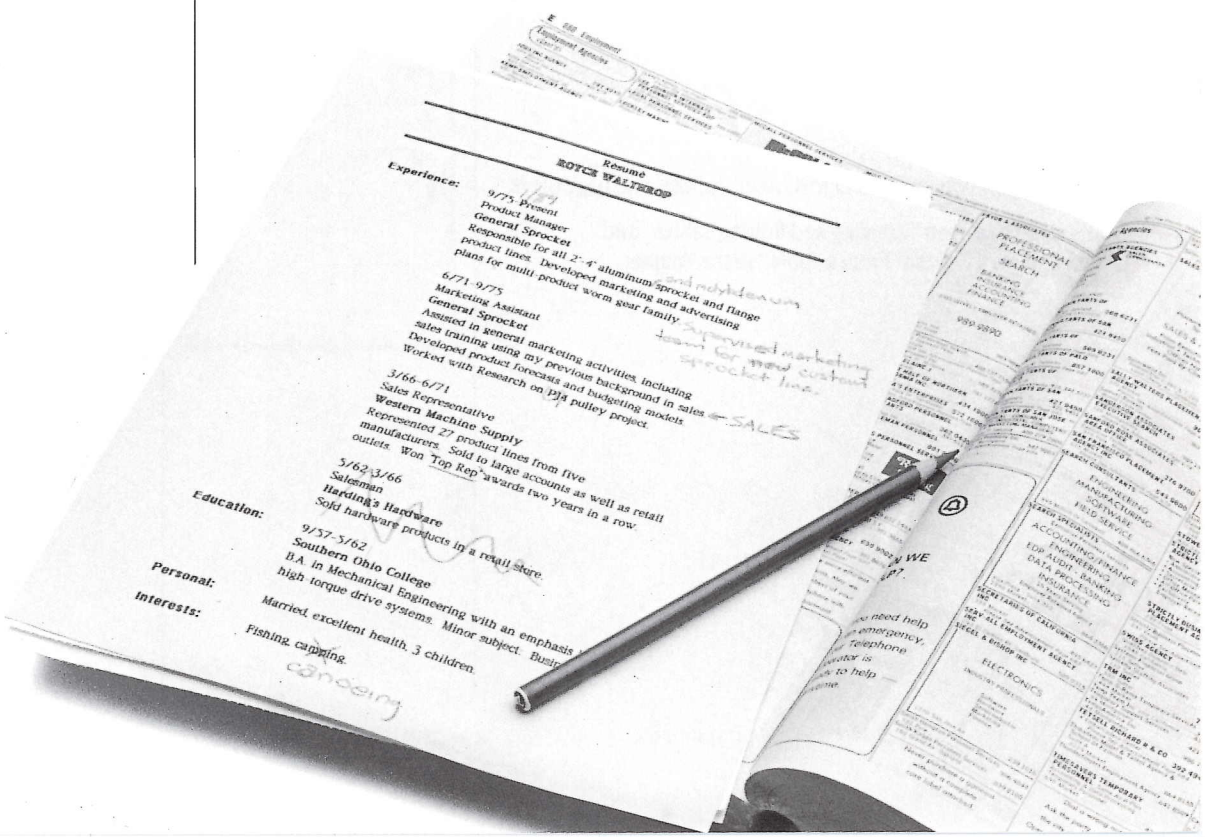


Editing Tasks

Editing with MacWrite involves selecting something in a document and acting on it by typing or by choosing commands. A MacWrite document is primarily made up of text you type, but it also has format tools like rulers, page breaks, and headers and footers. It can also include text or pictures from other applications or desk accessories. (*Macintosh*, your owner's guide, covers the Apple menu and its desk accessories.)

This section begins with a summary of how you select the elements of a document and continues with instructions that tell you the various ways to edit the selection. When an instruction uses a command from the Edit menu (Undo, Cut, Copy, or Paste), you can hold down the Command key and type the letter designated for that command in the Edit menu rather than choose the command from the menu. (The Command key is to the left of the space bar on the keyboard.)

You can undo any of the operations that follow with the Undo command from the Edit menu. Undo allows you to restore your document to the state it was in immediately before the last operation. You can undo typing and most mouse operations, such as choosing a command from the menu (or using the Command key) and changing the settings on a ruler. When you cannot undo an operation, Undo is dimmed in the menu.



Selecting

Selecting means using the mouse to make something the "active" place in the document, the place that receives the next action. MacWrite denotes a selection by highlighting it in some way that distinguishes it from its surroundings. For example, selected text, rulers, and page breaks appear white on a black background; the insertion point is marked by a blinking vertical bar; a picture appears with a black border.

In this manual, *text* refers to what you put into the document with character keys. Character keys include the usual letter, number, symbol, and punctuation keys, as well as the Tab key, the Return key, and the space bar.

The following is a summary of techniques to:

- ☐ select the insertion point
- ☐ select a word
- ☐ select text
- ☐ select large areas of text or the whole document
- ☐ extend or shorten a selection
- ☐ select a ruler
- ☐ select a picture
- ☐ select a page break
- ☐ select any combination of text, ruler, picture, and page break

To select a tab, see "Creating and Editing Tables" and "Removing a Column From a Table" in this chapter.

To Select the Insertion Point

- Click where you want to insert, remove, or paste something.

To Select a Word

- Double-click the word.

You can extend this selection by the word using Shift-click.

To Select Text

- Drag along a line of text in either direction.

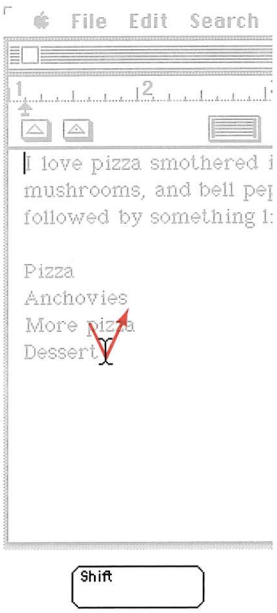
OR

- Drag across lines of text in any direction.

If you drag beyond the bottom or top edge of the document window, the document scrolls as you continue to select text.

To Select Large Areas of Text Quickly

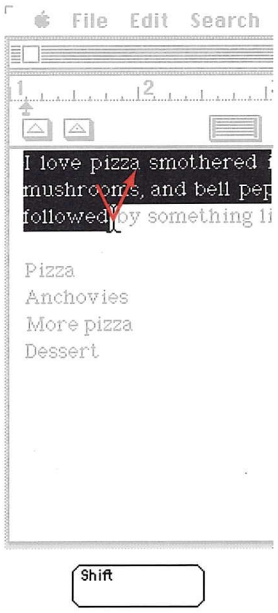
- Select the insertion point at one end of the text you want to select.
- Position the pointer at the other end of the text you want to select, using the scroll bar to move there if necessary.
- Holding down the Shift key, click or drag to complete the selection.



To Extend or Shorten a Completed Selection

- Position the pointer where you want the extended or shortened selection to end.
- Holding down the Shift key, click or drag to complete the selection.

Think of Shift-click as continuing to drag in any direction from the end of a completed selection.



To Select a Ruler

- Click anywhere on the inch scale of the ruler.

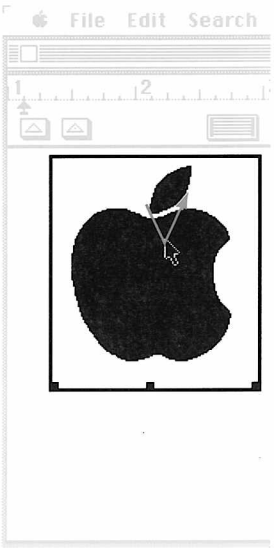
To select text and a ruler, drag from the inch scale of the ruler across the text.

You can still change a selected ruler's setting.

To Select a Picture

- Click anywhere on the picture.

A black rectangular border appears around the picture, unless it's selected (by dragging) with other text, rulers, pictures, or page breaks, in which case it appears white on a black background with no border around it.



To Select a Page Break

- Click anywhere in the empty space created when you inserted the page break.

To Select any Combination of Text, Ruler, Picture, and Page Break

- Drag across the material past the bottom (or top) of the ruler, picture, or page break.

Inserting

You can insert text, rulers, and page breaks. Usually you insert these at the insertion point. However, you can replace any selection (other than the first ruler) with the insertion. See "Replacing" and "Inserting a Page Break" in this chapter.

To Insert Text

- Select the insertion point.
- Type the new text.

Any text following the insertion point moves to accommodate the new text.

The insertion point for a new document is at the upper-left corner of the document.

To Insert Blank Lines

- Select the insertion point where you want a blank line.
- Press Return once if the insertion point is at the beginning or end of a paragraph. If it's elsewhere in the paragraph, press Return twice (once to end the previous paragraph, and again to insert a blank line).

To Insert a Ruler

- Select the insertion point where you want to put the ruler.

Or, you can select anything (except the first ruler) to be replaced.

- Choose Insert Ruler from the File menu.

The ruler is inserted at the insertion point (or replaces any other selection except the first ruler). The insertion point and anything following it move below the ruler. If the inserted ruler is the last item in the document, no insertion point appears below it until you begin to type.

The inserted ruler is a copy of the preceding ruler.

Removing

You can remove anything in the document that you can select except the first ruler.

To Remove With Cut From the Edit Menu

- Select what's to be removed.

See "Selecting" in this chapter.

- Choose Cut from the Edit menu.

MacWrite places anything removed with the Cut command on the Clipboard. It remains on the Clipboard until the next Cut (or Copy). (You can put a copy of the contents of the Clipboard into your document with the Paste command in the Edit menu.)

To Remove With the Backspace Key

- Select the insertion point and press the Backspace key to remove characters one at a time.

OR

- Select what's to be removed and press the Backspace key once.

Removing with Backspace does not place the selection on the Clipboard; however, you can undo backspacing with the Undo command from the Edit menu.

To Remove a Return Character

- Select the insertion point at the beginning of the line below the one ending with Return.
- Press Backspace once.

Unintended Returns may affect how a paragraph looks when you edit it or change its format. (MacWrite doesn't full justify a line ended with a Return.) Text doesn't fill the empty space following the Return, so the end of that line remains blank. When you remove the Return, the paragraph readjusts properly.

Replacing

Anything that can be selected in the document (except the first ruler) can be replaced. Usually, you'll replace a selection by typing (including backspacing), but you can also replace it with a copy of the contents of the Clipboard or with an inserted ruler or page break.

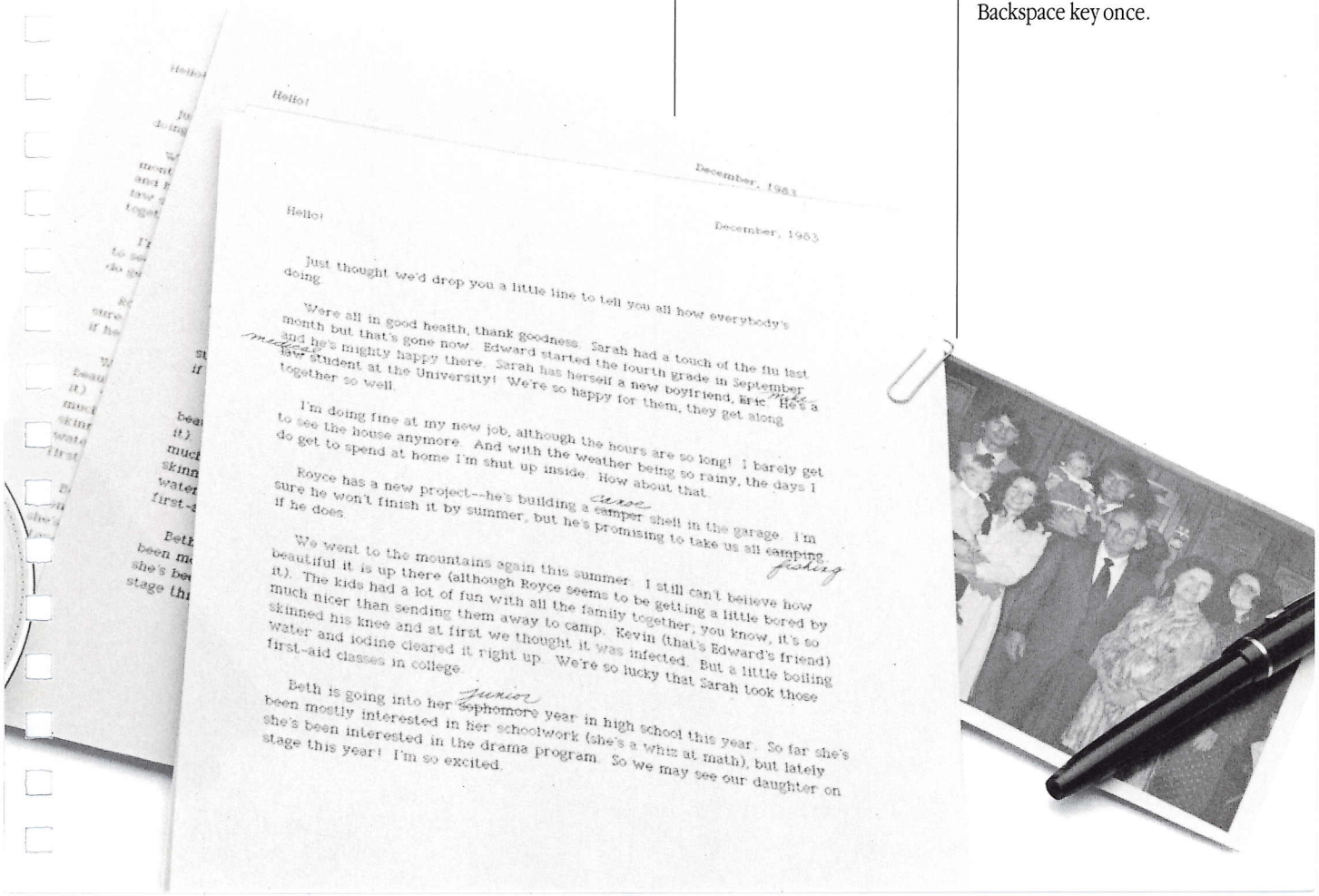
Select what's to be replaced.

See "Selecting" in this chapter.

Replace the selection by doing any of the following:

- Type new text.
- Paste the contents of the Clipboard by choosing Paste from the Edit menu.
- Insert a ruler by choosing Insert Ruler from the Format menu.
- Insert a page break by choosing Insert Page Break from the Format menu.

You can replace the selection with nothing (simply removing it) by pressing the Backspace key once.



Moving or Copying Within a Document

You can move or copy almost anything in a document that can be selected: text, a ruler (except the first one), a picture, a page break, or any combination of these.

You can move or copy text among the document window, the Header and Footer windows, the Find and Change windows, and many of the desk accessories. You can move or copy pictures among the document window, the Header and Footer windows, and some desk accessories. You can move or copy rulers among the document window and the Header and Footer windows.

Select what's to be moved or copied.

Text that you move or copy will have the same format as the text where you paste it but retains its font, style, and size.

If you want to keep the old format in the new location, insert a ruler and select it along with the text you're moving or copying.

See "Selecting" in this chapter.

Choose Cut or Copy from the Edit menu.

MacWrite places the selection (or a copy of it) on the Clipboard, where it remains until the next Cut or Copy.

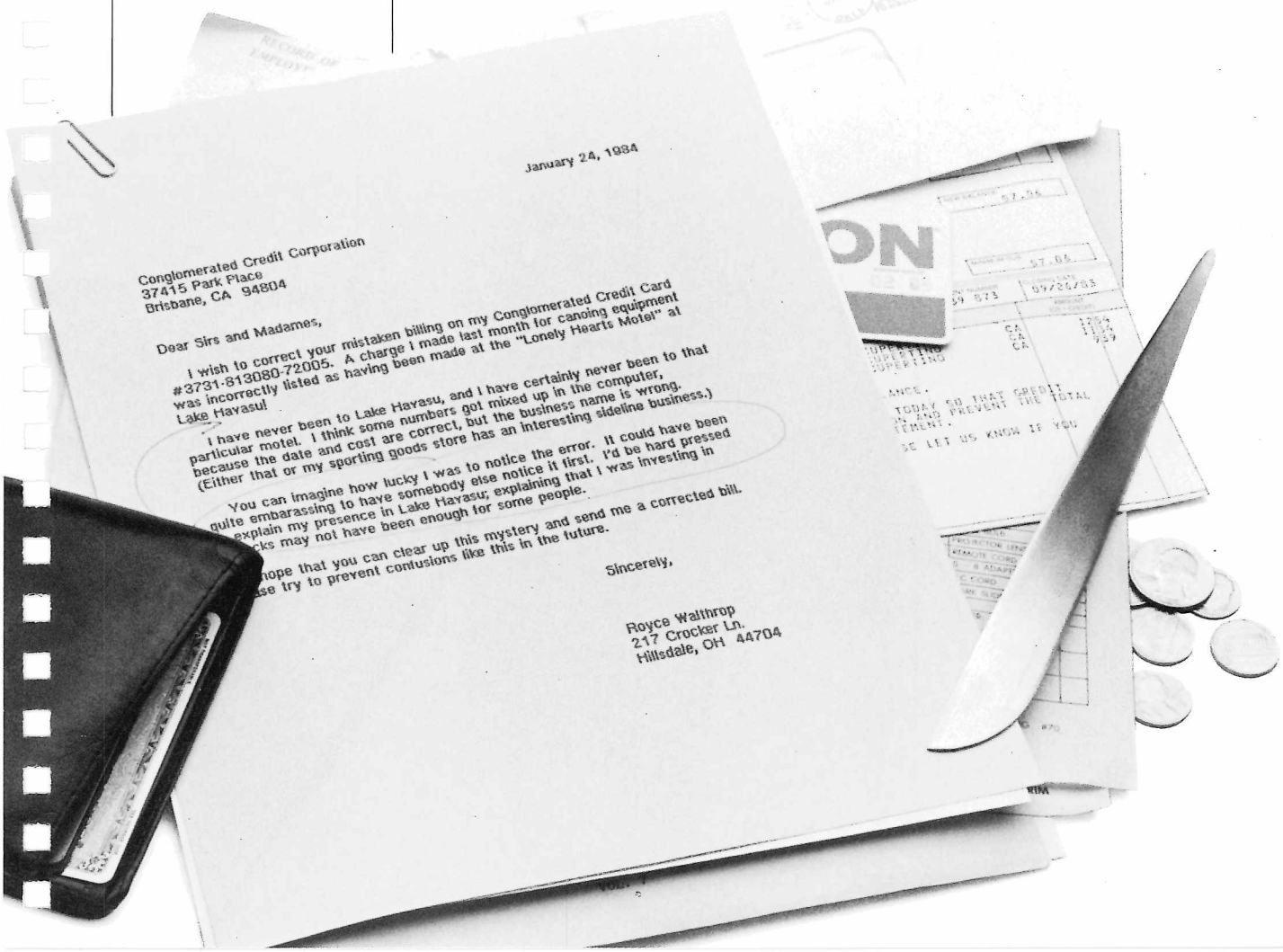
Select the insertion point where you want to put the contents of the Clipboard.

Or, you can select anything (except the first ruler) to be replaced.

You can do anything with MacWrite between the Cut step and the next (Paste) step as long as you don't cut or copy something else.

Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears at the insertion point (or replaces any other selection, except the first ruler) and the insertion point moves to the end of the newly inserted material. You can make another selection and paste again.



Moving or Copying Between MacWrite Documents

When you want to move or copy a selection from one document to another in MacWrite, you'll cut or copy it to the Clipboard, close the current document, open the other document, and paste the contents of the Clipboard where you want the material to go.

Select what you want to move or copy.

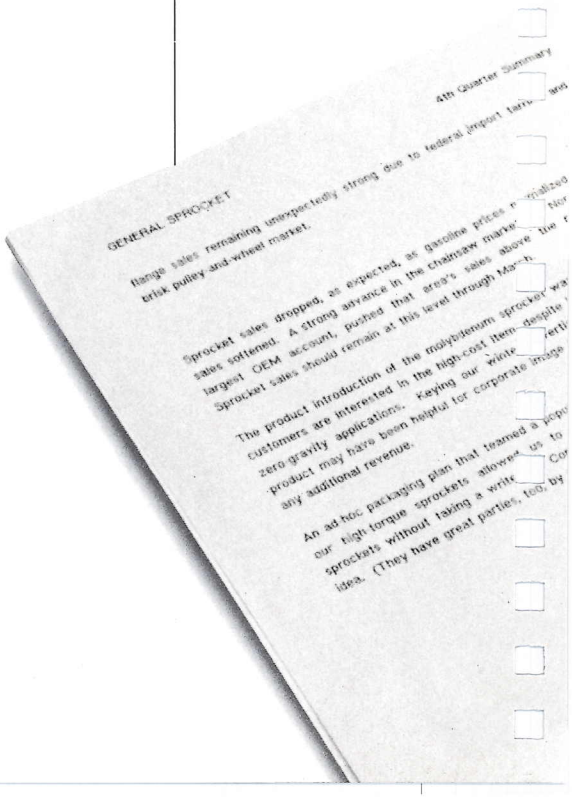
See "Selecting" in this chapter.

Choose Cut (or Copy) from the Edit menu.

MacWrite places the selection (or a copy of it) on the Clipboard, where it remains until the next Cut or Copy.

Close the current document, and open the document you want with the appropriate command from the File menu.

See "Opening a New Document From MacWrite" or "Opening an Existing Document From MacWrite" in this chapter for instructions.



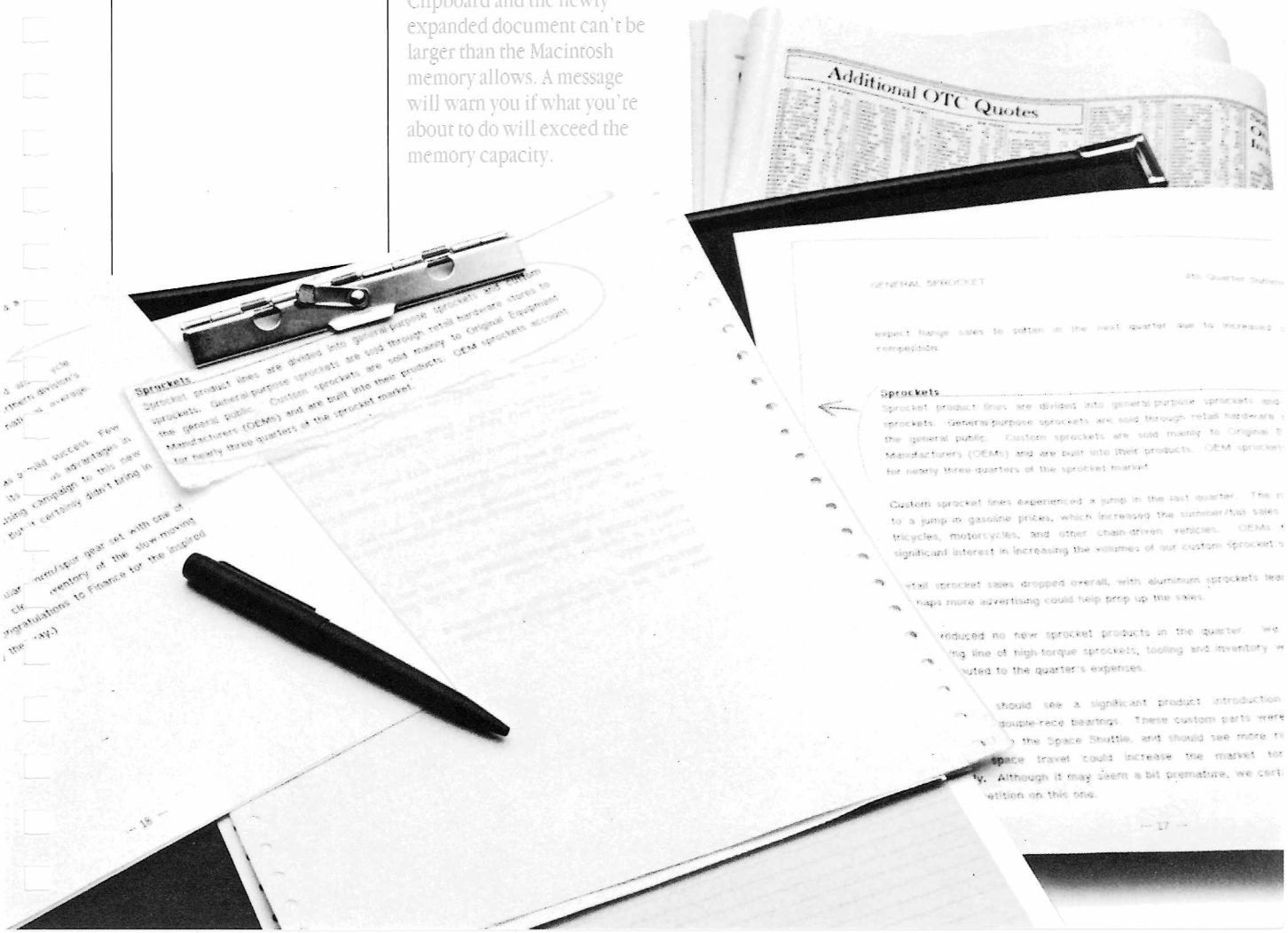
Select the insertion point where you want to put the contents of the Clipboard.

Or, you can select anything (except the first ruler) to be replaced.

Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears at the insertion point (or replaces any other selection, except the first ruler), and the insertion point moves to the end of the newly inserted material. You can make another selection and paste again.

A word of warning: The combined contents of the Clipboard and the newly expanded document can't be larger than the Macintosh memory allows. A message will warn you if what you're about to do will exceed the memory capacity.



Finding Text

You can use the Find command in the Search menu to locate and select any series of characters (usually a word, phrase, or number). You can also go to a place in your document where you'd like to work by using the Find command to search for a word or phrase that you think might be at or near that place.

When MacWrite searches for the specified characters in the document, it ignores capitalization, accents on characters, fonts, font sizes, and styles. Otherwise, it searches for exactly what you specify.

The search starts at the current selection, usually the insertion point, goes to the end of the document, wraps back to the beginning, and ends where it began. The document scrolls automatically to each occurrence of the specified characters.

Select the insertion point where you want the search to start.

Choose Find from the Search menu.

The Find window appears on the desktop. You can move this window, and you must reactivate it to work in it after activating another window.

After Find What, type the characters you want MacWrite to find.

You can enter up to 44 characters, either by typing or by moving or copying text from the document or a desk accessory. You can move or copy text between most windows and the Find window. Activate whichever window you want to work in by clicking anywhere in it.

To see all of the text in the document window, move the window below the Find window.

Click Find Next, or press the Enter or Return key.

The first occurrence of the text that's found is selected.

If at any point MacWrite can't find the specified characters, a message appears. Click OK or press Enter or Return to reactivate the Find window.

You can undo the effect of Find Next with the Undo command in the Edit menu, selecting the previous occurrence.

If desired, activate the document window and edit the found text.

- To find more occurrences of the specified characters, activate the Find window and click Find Next.

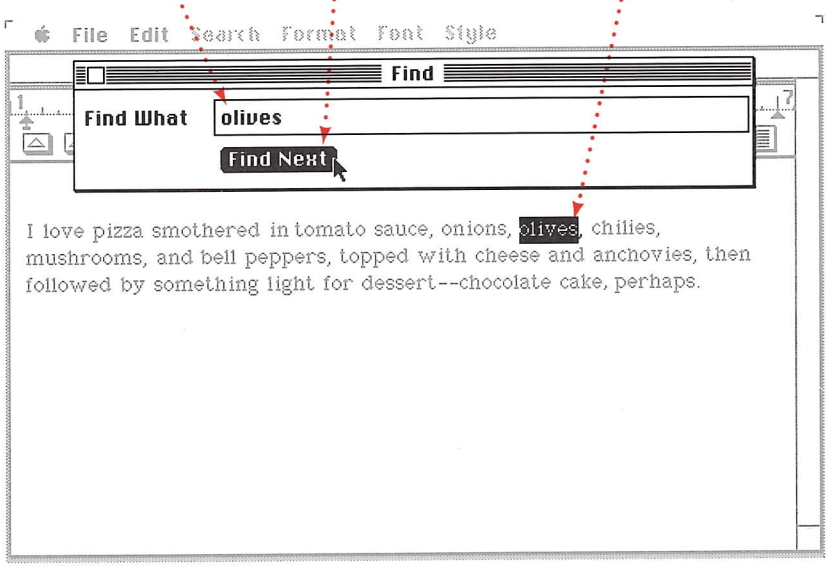
Close the Find window.

- Activate it and click its close box.

OR

- Activate it and choose Close from the File menu.

The Find window is closed and removed from the desktop. You can also keep this window on the desktop like any other window. See "Working With Windows" in this chapter.



Finding and Replacing Text

You can replace any series of characters—usually a word, phrase, or number—with any other series by choosing the Change command in the Search menu to find what you want and then replace it with something else.

When MacWrite searches for the specified characters in the document, it ignores capitalization, accents on characters, fonts, font sizes, and styles. Otherwise, it searches for exactly what you specify.

The search starts at the selection, usually the insertion point, goes to the end of the document, wraps back to the beginning, and ends where it began. The document scrolls automatically to each occurrence of the text unless you're changing all of them.

Select the insertion point where you want the search to start.

Choose Change from the Search menu.

The Change window appears on the desktop. You can move this window, and you must reactivate it to work in it if you've activated another window.

After Find What, type the characters you want MacWrite to replace.

You can enter up to 44 characters, either by typing or by moving or copying text from the document or a desk accessory. You can move or copy text between most windows and the Change window. Activate whichever window you want to work in by clicking anywhere in it.

To see all of the text in the document window, move the window below the Change window.

Press Tab to move to the next rectangle and type the new text after Change To.

The Tab key moves you back and forth between the two text rectangles. If you don't type anything after Change To, MacWrite replaces the designated text with nothing; use this to eliminate unwanted text.

Click one of the following:

- **Find Next** to find the next occurrence of the text (or press Enter or Return). You can edit the text that MacWrite finds or click the Change button. (If you edit the text, see "Finding Text" for instructions on working in both windows.)
- **Change Then Find** to change this occurrence and then find the next one (used after Find Next).
- **Change** to change one occurrence only (used after Find Next).
- **Change All** to change all occurrences of the text in the document. A message warns that you cannot undo this command and requires confirmation by clicking OK (or pressing Enter or Return).

You can undo the effects of any of the above, except clicking Change All, by immediately choosing Undo from the Edit menu.

Close the Change window.

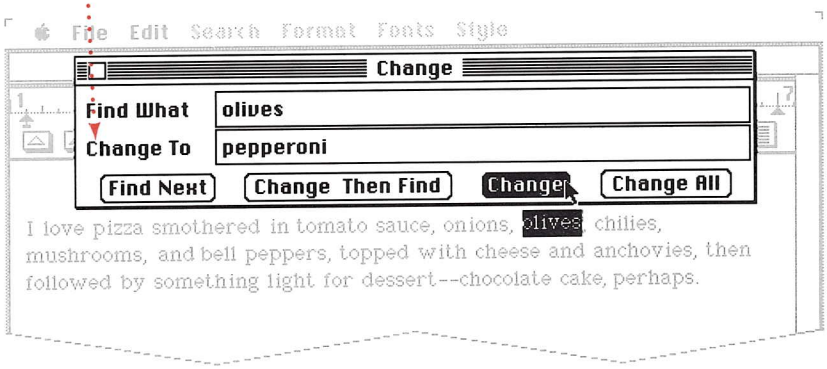
- Activate it and click its close box.

OR

- Activate it and choose Close from the File menu.

The Change window is closed and removed from the desktop. You can also keep this window on the desktop like any other window. See "Working With Windows" in this chapter.

If at any point MacWrite cannot find the specified text, a message appears. Click OK (or press Enter or Return) to reactivate the Change window.



Changing the Style or Size of Text

The Style menu gives you a choice of several styles and sizes that vary the appearance of the font. You can use styles singly or in combination, although you can choose only one at time.

Unless you change style or size before typing, text added at the insertion point is in the style and size of the character immediately preceding it. In MacWrite, a character is anything typed with character keys, including Return, Tab, and the space bar. A space, then, may be in a different style from the letter before it.

When you begin a new document, the style and size of the font are preset to Plain Text and 12 Point. When you select text, the style(s) common to every character of the selection (if any) and the size of the text will be checked in the Style menu.

Select the text that you want to change, or select the insertion point.

Choose a style or size, one at a time, from the Style menu.

You may choose a style from the keyboard as well as with the Style menu. This is the fastest way to change styles as you type. Hold the Command key down while you type the first letter of the style name. For example, press Command and B to choose Bold. The equivalent keys to press are to the right of the name in the Style menu.

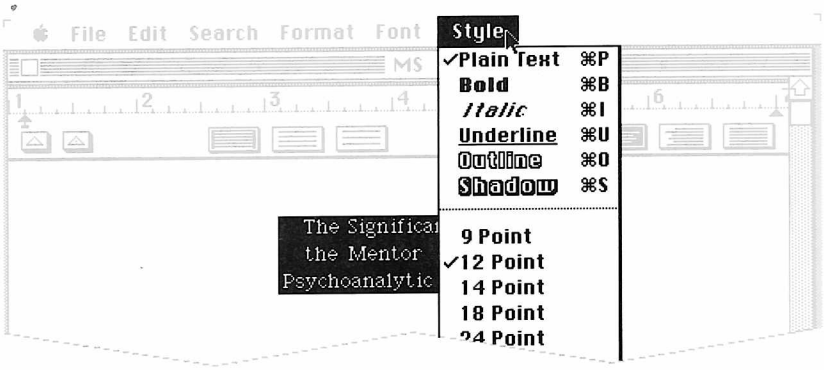
A check appears to the left of the style or size that you've chosen. The selected text changes and remains highlighted.

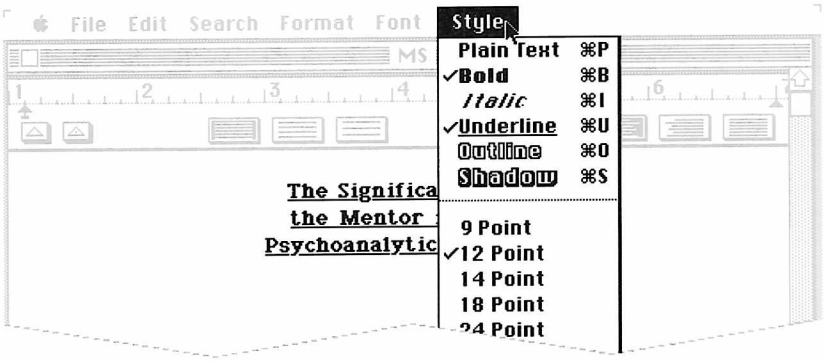
To Return Text to the Preset Style

- Select the text you want returned to normal, or select the insertion point where text is to be typed in the normal style.
- Choose, one at a time, both Plain Text and 12 Point from the Style menu.

To Remove a Text Style

- Select the text to be changed, or select the insertion point where text is to be typed in a new style.
- Choose Plain Text from the Style menu, removing all other styles from the selected text.
- Choose the styles, one at a time, that you wish to keep.





Changing the Font

The Font menu gives you a choice of several fonts. Unless you change the font before typing, text added at the insertion point is in the font of the character immediately preceding it. In MacWrite, a character is anything typed with character keys, including Return, Tab, and the space bar.

The font of a new document is preset to New York.

Select the text you want in a new font, or select the insertion point where you want to type text in a new font.

Choose a font from the Font menu.

A check appears in the menu to the left of the font you've chosen. The selected text changes and remains highlighted.

Resizing or Shifting a Picture Horizontally

After moving a picture to a document in MacWrite, you can resize it or shift it horizontally. The scale of the picture changes when you change its size.

See "Moving or Copying Within a Document" in this chapter for instructions on moving a picture to another place in the document. See "Moving or Copying Between MacWrite Documents" for instructions on moving a picture to another MacWrite document.

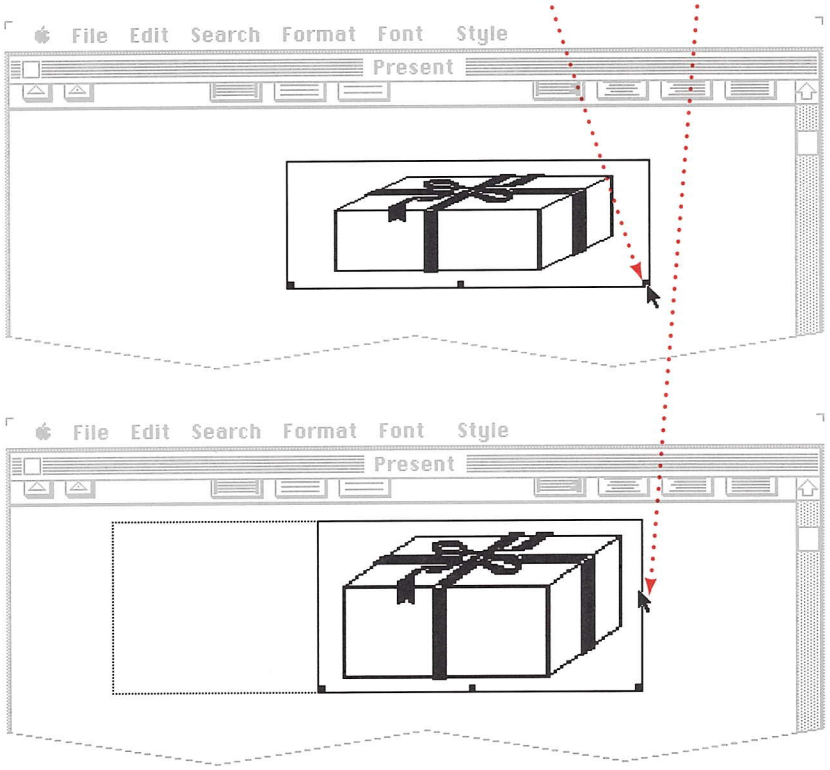
Select the picture by clicking anywhere on it.

A black border appears around the picture. Three black boxes are on the bottom edge of the border.

Drag any of the three black boxes to resize the picture.

- The middle box moves the bottom border vertically to lengthen or shorten the picture.
- The left and right boxes move the bottom and the corresponding edge to change the width and/or the length of the picture.

Drag the left or right edge to move the picture horizontally.



Moving or Copying Pictures From MacPaint to MacWrite

You can create a picture in MacPaint and move it to a document in MacWrite.

In MacPaint, select and cut or copy the picture.

The picture is placed on the Clipboard.

Quit MacPaint.

The Finder appears.

Open the desired MacWrite document.

- Click an existing MacWrite document, or to open a new document, click the MacWrite icon.
- Choose Open from the File menu.

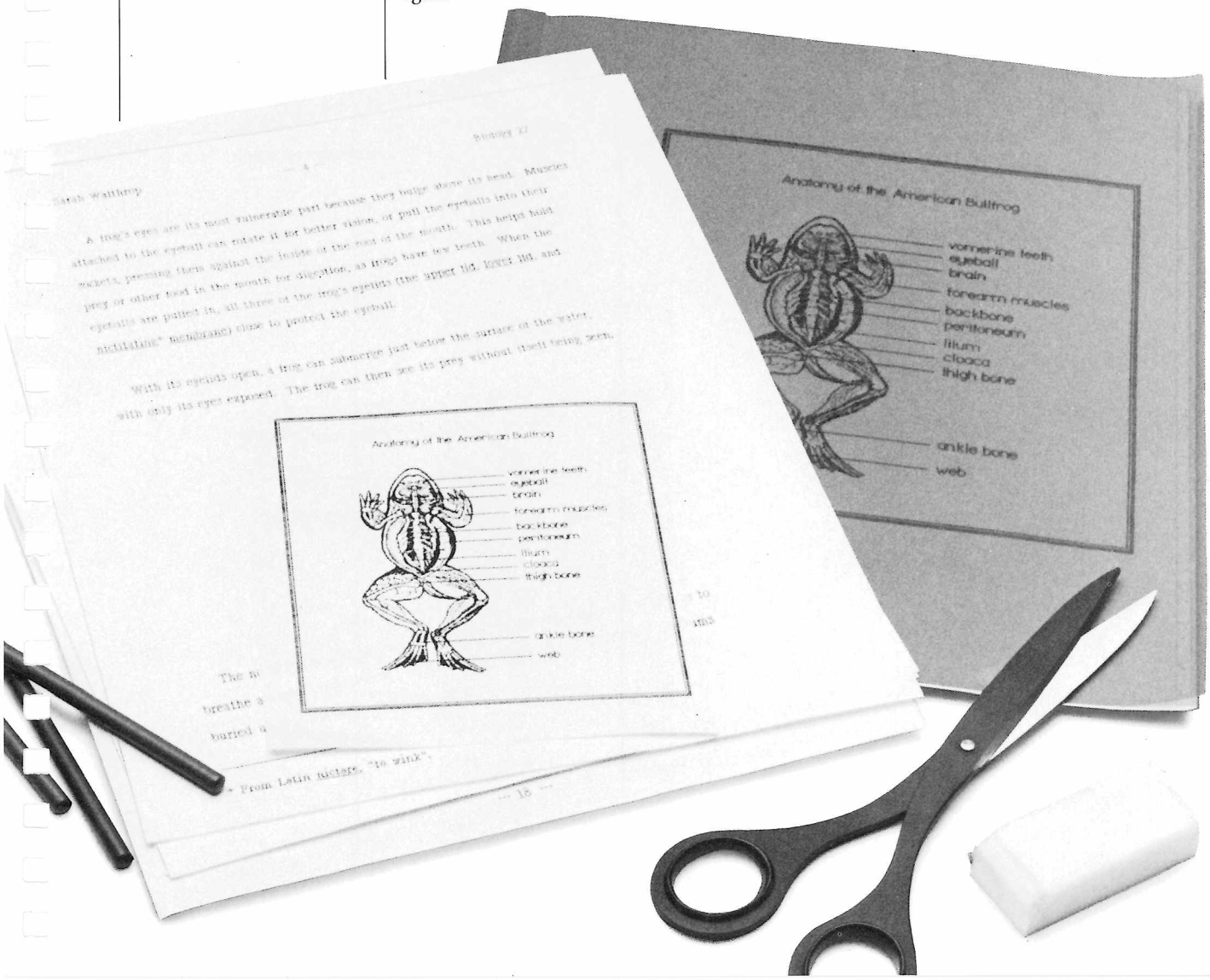
The document window appears on the desktop.

Select the insertion point where you want the top of the picture to be.

Or, you can select anything (except the first ruler) to be replaced.

Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears at the insertion point (or replaces any other selection, except the first ruler), and the insertion point moves to the end of the newly inserted material. You can make another selection and paste again.



Storing Text or Pictures in the Scrapbook

You can use the Scrapbook desk accessory to store frequently used pictures or passages of text, and later paste them into any MacWrite document.

This is a good way to keep a repertoire of paragraphs, illustrations, symbols, or titles that you'll use in many documents. It's also a good way to carry a number of these from one document to another: while the Clipboard holds only one item at a time, the Scrapbook can hold many.

The Scrapbook can store a large number of pictures and passages of text. Text, however, loses its font, size, and style when you put it into the Scrapbook. Text in the Scrapbook is always 12 point New York, plain text.

You can't store rulers in the Scrapbook. Passages of text that include a ruler or combinations of text and pictures are stored as text only.

Select the text or picture you're going to be using often.

Select either:

- a single picture, or
- text between pictures, rulers, or page breaks

Choose Copy from the Edit menu.

This copies the selected text or picture onto the Clipboard.

Choose Scrapbook from the Apple menu.

If the Scrapbook desk accessory is already on the desktop, just activate it by clicking in it.

Choose Paste from the Edit menu.

Paste in the Scrapbook acts slightly differently than usual: it just inserts a copy of the contents of the Clipboard at the end of the Scrapbook. It doesn't replace what's selected in the Scrapbook.

Repeat for all the text or pictures you want in the Scrapbook.

Reactivate the document window to make another selection.

It may be helpful to move the Scrapbook window to a corner of the desktop, so you can reactivate it more easily.

When you're finished saving things in the Scrapbook, close it by clicking its close box or by choosing Close from the File menu.

Copying Text or Pictures From the Scrapbook

You can copy any picture or passage of text that you've saved in the Scrapbook. You can put pictures and text into the Scrapbook from any application, and retrieve them from any application. See "Storing Text or Pictures in the Scrapbook" in this chapter.

This is a good way to keep a repertoire of paragraphs, illustrations, symbols, or titles that you'll use in many documents. It's also a good way to carry a number of these from one document to another: while the Clipboard holds only one item at a time, the Scrapbook can hold many.

The Scrapbook can store a large number of pictures and passages of text. Text, however, loses its font, size, and style when you put it into the Scrapbook. Text in the Scrapbook is always 12 point New York, plain text.

Choose Scrapbook from the Apple menu.

If the Scrapbook desk accessory is already on the desktop, just activate it by clicking in it.

Use the scroll bar to find the text or picture you want.

The Scrapbook shows you one picture or passage of text at a time. Click the scroll arrows to go from one picture or passage of text to the next.

You don't have to select the picture or text: the one you see is automatically selected and copied with the next step, even though it's not highlighted. You can't select just a part of a passage of text; the whole passage is selected.

Choose Copy from the Edit menu.

The Scrapbook places the selection on the Clipboard, where it remains until the next Cut or Copy.

It may be helpful to move the Scrapbook window to a corner of the desktop, so you can reactivate it more easily.

Activate your document window and select the insertion point.

Or, you can select anything (except the first ruler) to be replaced.

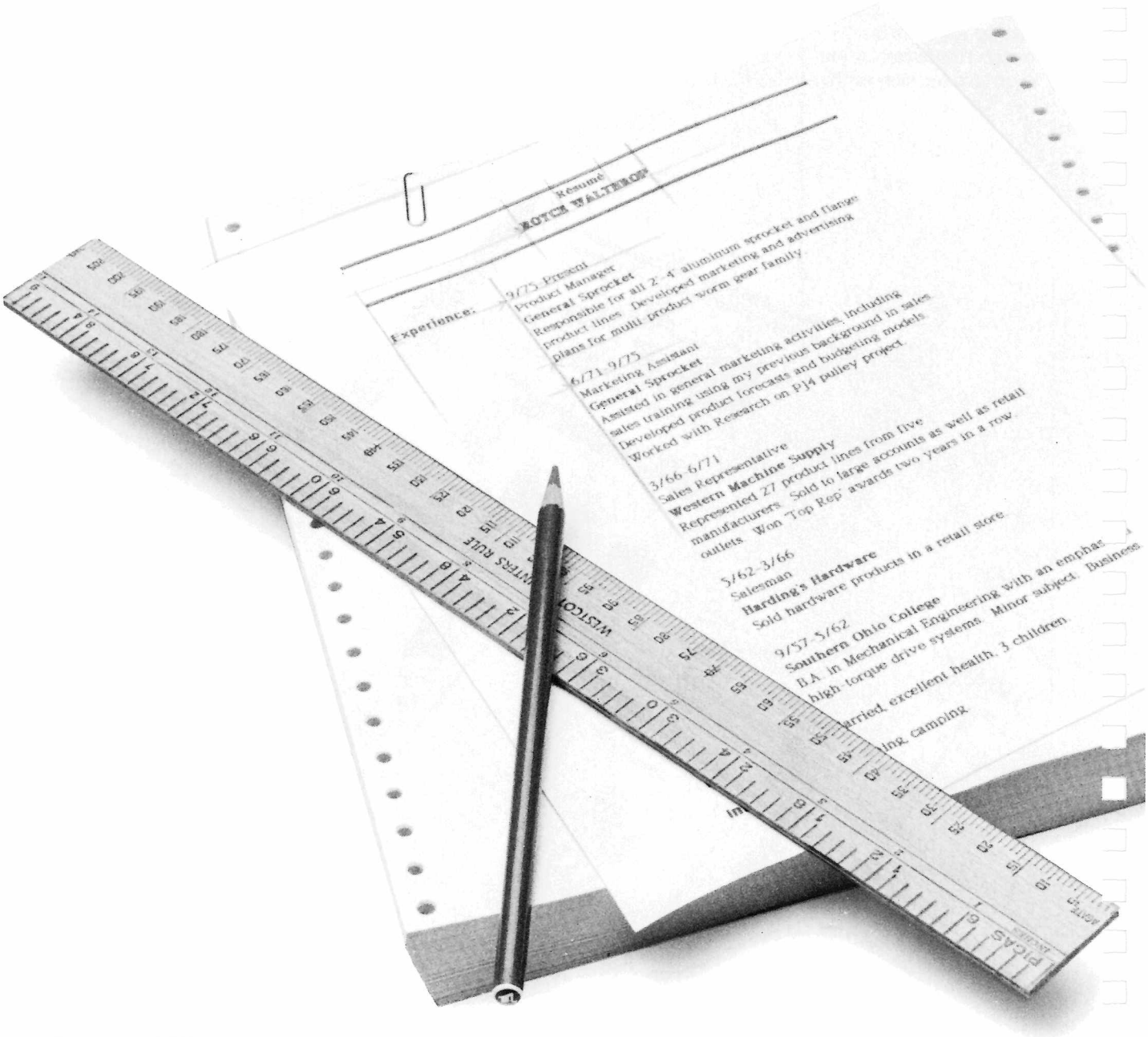
Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears at the insertion point (or replaces any other selection, except the first ruler) and the insertion point moves to the end of the newly inserted material. You can make another selection and paste again.

Repeat for all the frequently used text or pictures you want to use.

Reactivate the Scrapbook window to make another selection.

When you've finished copying things from the Scrapbook, close it by clicking its close box or by choosing Close from the File menu.


Résumé
ROTCH WALTROP
Experience:
9/75-Present
Product Manager
General Sprocket
Responsible for all 2"-4" aluminum sprocket and flange
product lines. Developed marketing and advertising
plans for multi product worm gear family.
6/71-9/75
Marketing Assistant
General Sprocket
Assisted in general marketing activities, including
sales training using my previous background in sales.
Developed product forecasts and budgeting models.
Worked with Research on PJ4 pulley project.
3/66-6/71
Sales Representative
Western Machine Supply
Represented 27 product lines from five
manufacturers. Sold to large accounts as well as retail
outlets. Won 'Top Rep' awards two years in a row.
5/62-3/66
Salesman
Harding's Hardware
Sold hardware products in a retail store.
9/57-5/62
Southern Ohio College
B.A. in Mechanical Engineering with an emphas
high-torque drive systems. Minor subject: Business.
arried, excellent health, 3 children.
ing, camping.

Changing the Format

You use rulers to set the format for the following text up to the next ruler or, if there isn't one, to the end of the document. The first ruler at the top of a new document has a preset format, which you can change. Since the first ruler is easy to locate and can't be removed or replaced, you may want to use this ruler to set up a standard format for your document, and then insert more rulers elsewhere to vary the basic format.

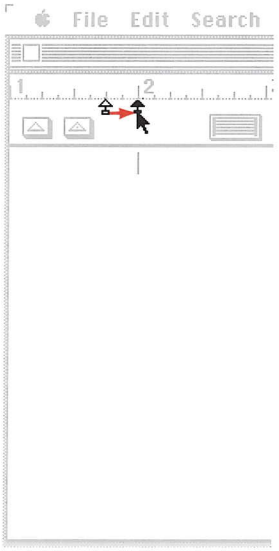
You set the top and bottom margins for an entire document by creating headers and footers in a separate window and displaying them in your document. You can also end a page by inserting a page break.

Changing the Settings on a Ruler

When you change the settings on a ruler, you change the format of new or existing text between that ruler and the one following it. If there's no following ruler, that format remains in effect to the end of the document.

To Change a Margin

- Drag the left or right margin marker to the desired position.



To Change the Indentation

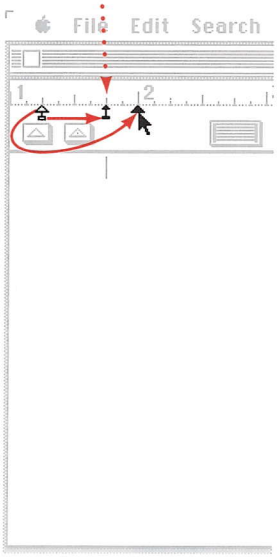
- Move the indentation marker onto the left margin marker (no indentation).

OR

- Move the indentation marker to the right of the left margin marker (regular indentation).

OR

- Move the indentation marker to the left of the left margin marker (hanging indentation).



To Set or Clear a Regular or Decimal Tab

- To move a tab, drag it under the inch scale of the ruler.
- To add a tab, drag it from the appropriate tab well to the inch scale of the ruler.
- To clear a tab, drag it down from the inch scale until it becomes bold.

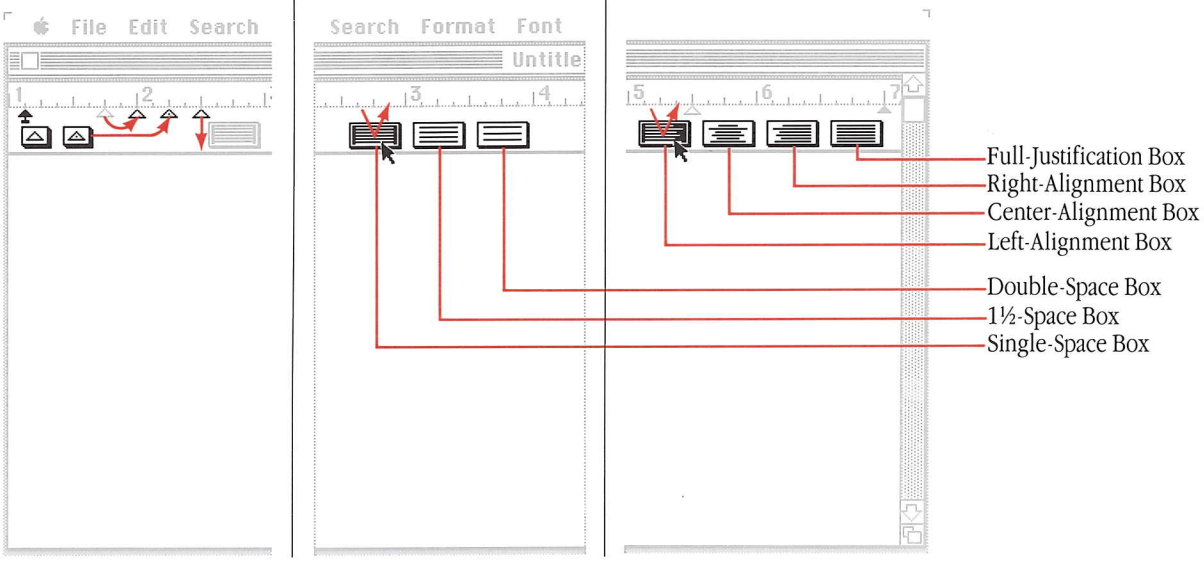
Whenever a tab appears bold, it's in an invalid position and will be removed from the ruler if you release the mouse button.

To Change Line Spacing

- Click the appropriate line spacing box.

To Change Text Alignment

- Click the appropriate alignment box.



Changing the Format While You Type

To change the format while you're typing text, insert a ruler, change any of the format settings you want, and continue typing. This ruler will alter the format of text following it up to the next ruler (if there is one) or the end of the document.

Select the insertion point where you want a new format to begin.

Or, you can select anything (except the first ruler) to be replaced.

Choose Insert Ruler from the Format menu.

A ruler is inserted at the insertion point (or replaces any other selection, except the first ruler). The insertion point and anything following it moves below the ruler.

The inserted ruler is a copy of the preceding ruler.

Change any of the settings on the ruler you inserted.

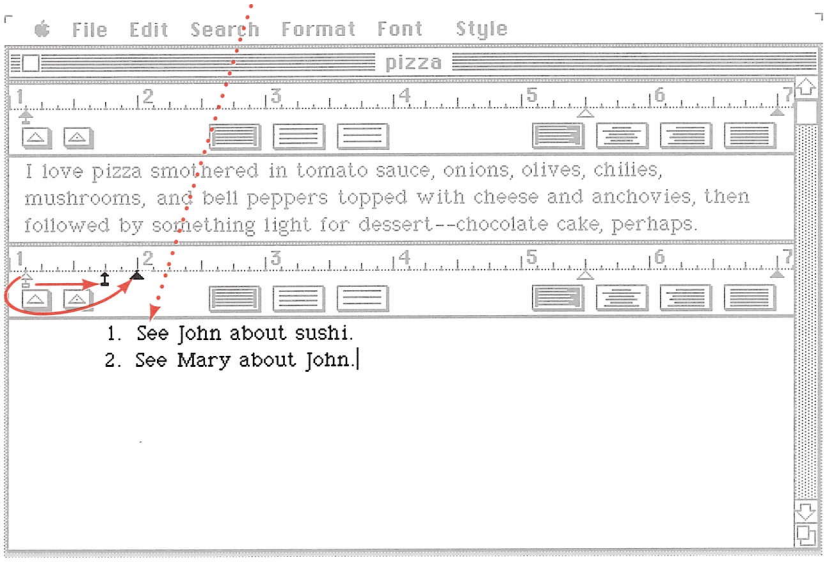
See "Changing the Settings on a Ruler," for instructions on how to:

- change margins or indentation
- set or clear tabs
- change line spacing
- change text alignment

Those settings remain in effect until you insert a new ruler.

Type the new text.

If you want to reinstate the previous format, copy the preceding ruler. For instructions, see "Moving or Copying Within a Document" in this chapter.



Changing the Format of Existing Text

To change the format of some text while preserving the format of the text that follows it, insert two rulers, one at the top and another one at the bottom of the text to be changed. Then change the settings on the first ruler only.

Select the insertion point where you want a new format to begin.

Or, you can select anything (except the first ruler) to be replaced.

Choose Insert Ruler from the Format menu.

A ruler is inserted at the insertion point (or replaces any other selection, except the first ruler). The insertion point and anything following it moves below the ruler.

The inserted ruler is a copy of the preceding ruler.

Select the insertion point at the end of the last line of text to be changed.

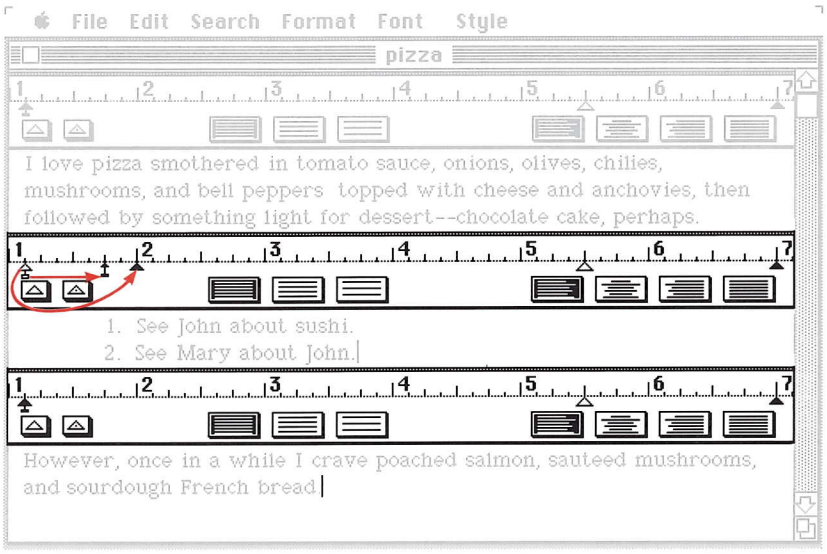
Choose Insert Ruler from the Format menu.

Change any of the settings on the first ruler you inserted.

Refer to "Changing the Settings on a Ruler" for instructions on how to:

- change margins or indentation
- set or clear tabs
- change line spacing
- change text alignment

This ruler sets the format of all text down to the next ruler, which reinstates the previous format.



Creating and Editing Tables

You create tables using the tab markers and the Tab key. With MacWrite, you can add or delete text at one tab without disturbing text at the next tab as long as your editing doesn't affect the tab itself or run into the next column.

Drag a tab marker under the inch scale of the ruler to where you want the table's columns to align.

A decimal tab marker lines up text (usually a number) at the decimal point position.

If you want the table to have different margins from the text above it, see "Changing the Format While You Type" or "Changing the Format of Existing Text" in this chapter.

Create each row of the table.

- Press the Tab key to move to the next column and type any desired text (or leave empty).
- Press Return to move to the beginning of the next line, and start the next row of the table.

Press Tab twice to leave a blank in the table.

Edit the text at a tab.

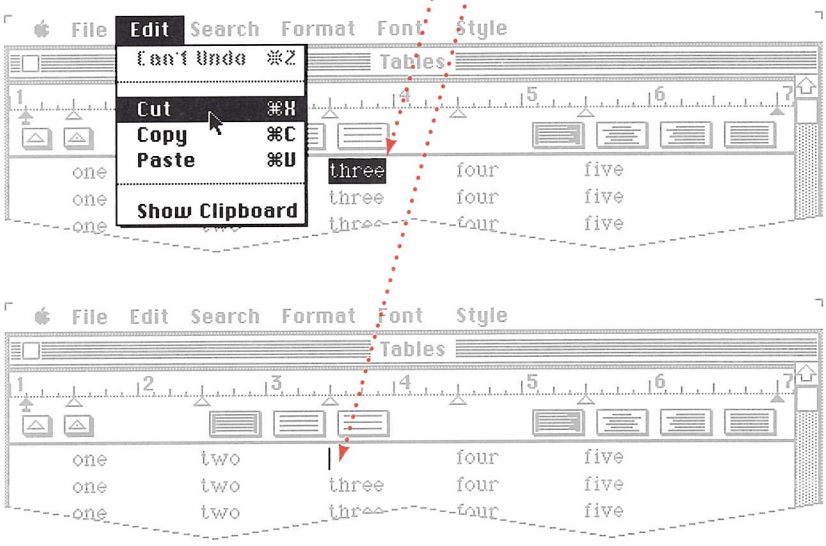
- Select text and remove or replace it.

OR

- Select the insertion point and add text.

If text inserted at the first tab runs into the second tab, MacWrite moves text at the second tab to the third, text at the third to the fourth, and so on until it finds a Return. The text at the last tab may wrap to the next line.

If you remove the space between two columns in a row of the table, text at each of the following columns on that row will move one column to the left.



Removing a Column From a Table

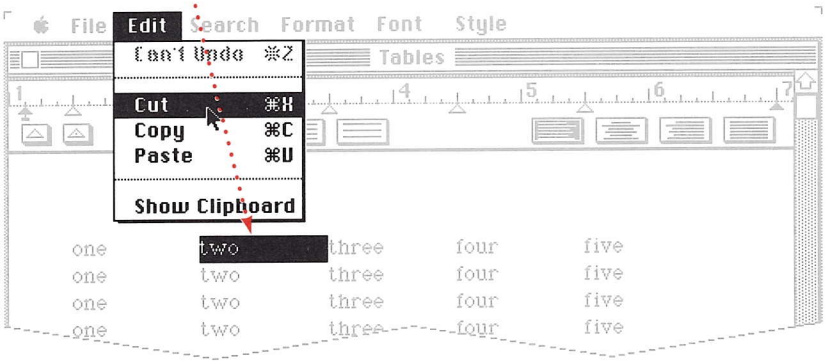
You remove a column from a table by removing the text and the tab on each row of the column.

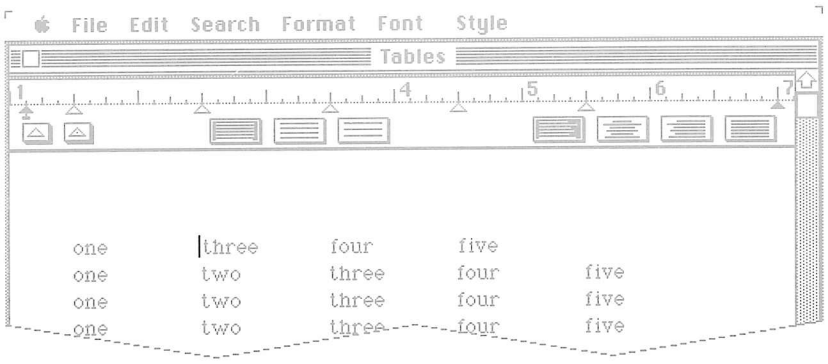
Select the tabular text and the space up to the next column on each line of the column to be deleted.

Choose Cut from the Edit menu or press Backspace once.

If you wish to remove the text of a column and keep an empty column in your table, select only the text in each row of the column. Then backspace or choose Cut from the Edit menu.

A word of warning: Don't try to remove a column by removing its tab marker. MacWrite will redistribute the text to align at the remaining tab markers, moving each line of the last column down a line to align with the first tab on the next line. Each tab marker that you remove results in another redistribution.





Inserting a Column in a Table

You can add a column of text to a table by adding each item one row at a time.

Place a new tab marker.

- Move the tab markers as necessary to make room for the new column.
- Drag a tab from a tab well to where you want a new column.

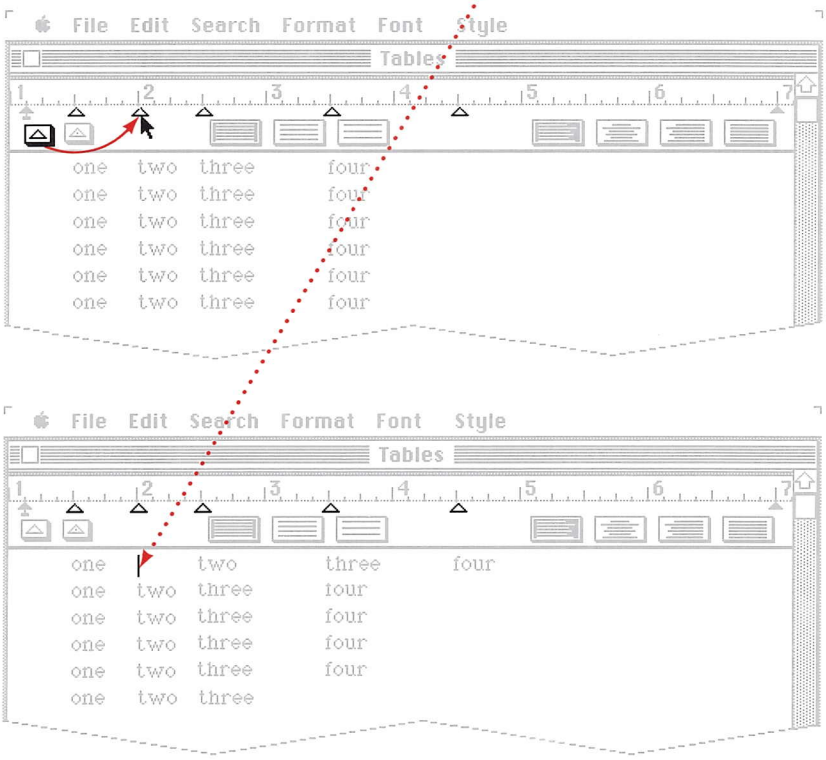
The column to the right of the new marker moves left to align under the new marker. Each succeeding column moves left one tab, if it can fit.

Select the insertion point at the end of the preceding column.

If you want to insert a new first column, select the insertion point at the beginning of the line.

Press Tab.

The insertion point moves to the spot designated by the new tab marker, and the text at the new marker and at each of the following tabs moves right one tab to its former position.

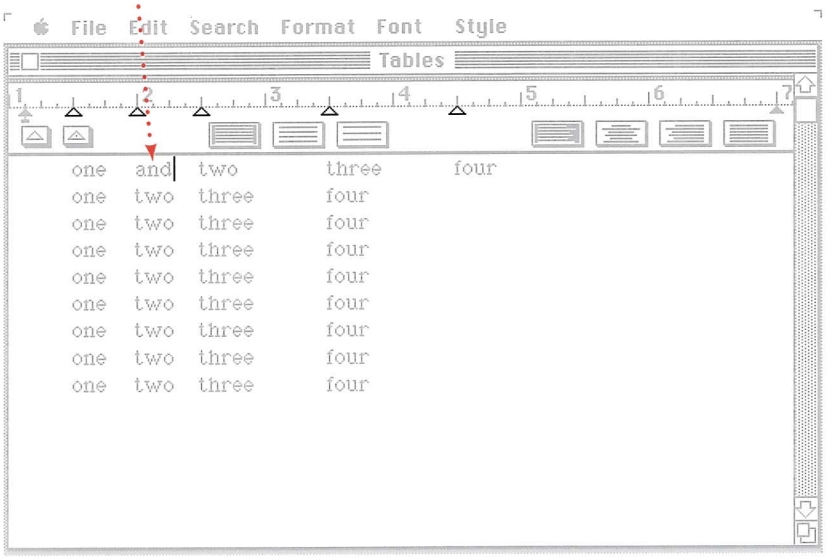


Type the entry of the new column.

Create the rest of the new column.

For each row of the new column:

- Select the insertion point at the end of the preceding column, or at the beginning of the line if you want to insert a new first column.
- Press Tab and insert text for each row of the new column.



Creating Top and Bottom Margins

With MacWrite, top and bottom margins are called **headers** and **footers**. You'll create them separately in their own windows and then display them in your document.

Besides blank lines, you can put information such as chapter titles, pictures, the date and time, and page numbers in the header or footer; the margin and the information will appear on every page of your document. If you choose Title Page from the Format menu, the header and footer won't appear on the first page of a document.

Choose Show Header or Show Footer from the Format menu.

The Header or Footer window displays the preset ruler and the insertion point. You can manipulate this window like any other window.

Set the height of the header or footer by pressing Return up to six times to enter blank lines.

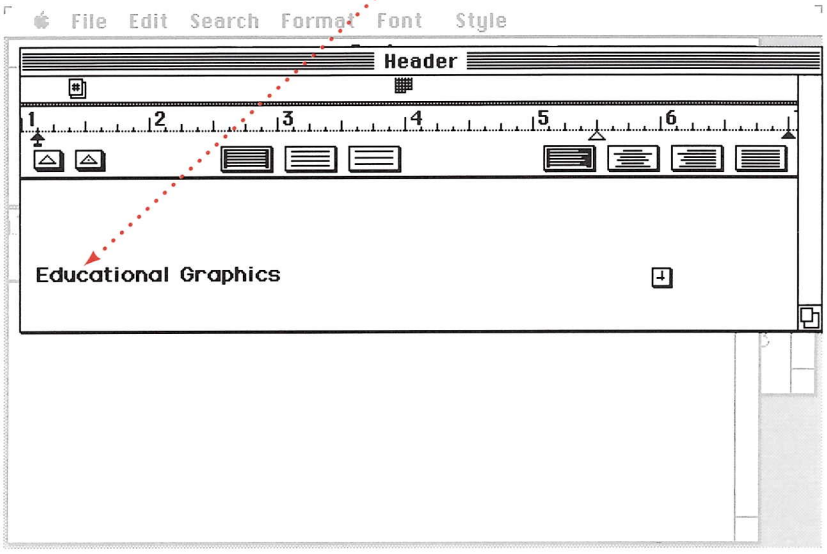
Use the line spacing boxes on the ruler to increase line spacing and thus further increase margin height.

The maximum margin height is approximately a third of a page.

Type the header or footer text, if any.

Select the insertion point on any empty line you've created with Return.

You can edit the header or footer text, but only in the Header or Footer window. If you attempt to edit either of them in the document window, you'll be warned not to. Activate the Header or Footer window by clicking in it to edit its contents.



Move or copy a picture into the header or footer, if desired.

See "Moving or Copying Within a Document" in this chapter.

Position the page number, clock, and date icons, if desired, as follows:

- Drag the page number icon to where you want the page number to appear.
- Drag the clock icon to where you want the time to appear.
- Drag the date icon to where you want the date to appear.

In the document, the first character of the time, date, or page number appears at the icon position. If necessary, maneuver the icon so this information stays within the margins.

The font, style, and font size of the time, date, and page number will be the same as the first character in the header or footer.

Activate the document window by clicking it to display the header or footer.

A message appears alerting you if the header or footer is too long. Click OK and remove some of the lines from the header or footer. Reactivate the document window.

Your document appears with the header and footer on each page, both on the screen and in the printed copy.

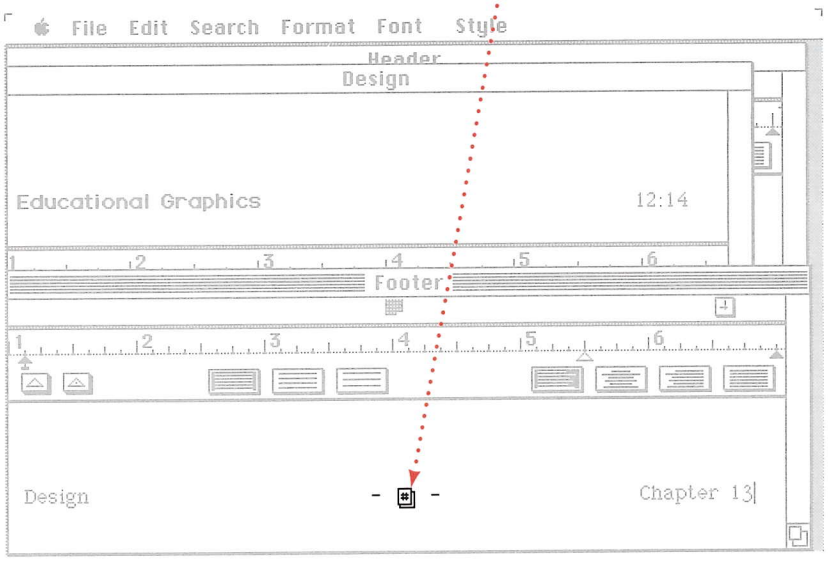
If you close the Header or Footer window, the window disappears from the desktop, and the header or footer is no longer displayed in your document or the printed copy.

The Header or Footer window moves behind the document window and remains barely visible at the bottom of the desktop unless you've moved it.

Close the Header or Footer window.

You can close the Header or Footer window by choosing Hide Header or Hide Footer from the Format menu or, if it is the active window, by choosing Close from the File menu.

If you don't want the header and footer to appear on the first page, choose Title Page from the Format menu.



Setting Page Numbering

If you display the header or footer in your document and set the page number icon, MacWrite numbers the pages of the document automatically. The first page will be numbered page 1 unless you set the initial page number to something else or choose Title Page from the Format menu.

When Title Page is checked, both the header and footer are removed from the first page of a document.

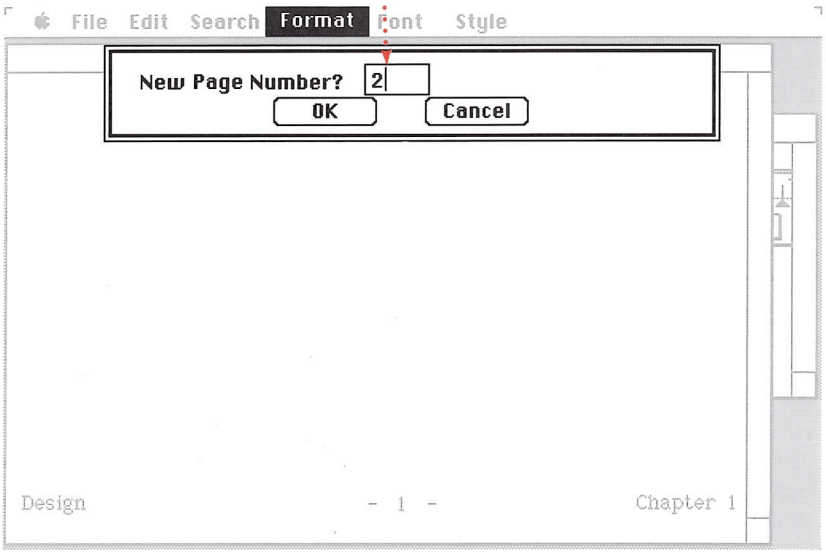
Choose Set Page # from the Format menu.

A box appears with the page number preset at 1.

Type the number for the first page that displays the header or footer.

Click OK or press Enter or Return.

The numbers appear in your document in the header or footer at the position of the page number icon.



Inserting a Page Break

You can start a new page while you're typing, or anywhere you'd like in an existing document, by inserting a page break. The rest of the text on the page moves to the top of the next page and all subsequent text moves down accordingly.

Select the insertion point where you want to end a page.

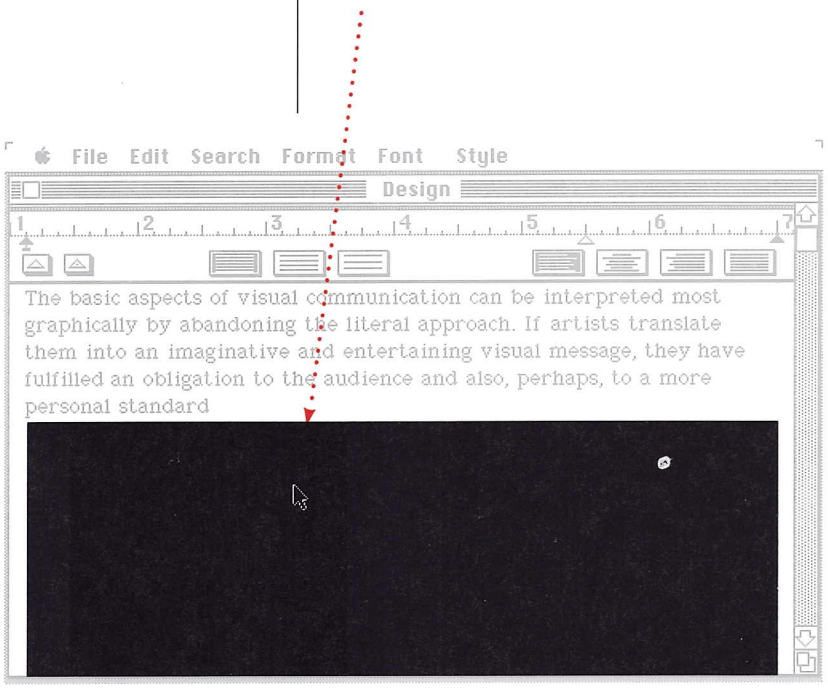
Or, you can select anything except the first ruler to be replaced.

Choose Insert Page Break from the Format menu.

The page break is inserted at the insertion point (or replaces any other selection, except the first ruler). The insertion point and anything that follows it moves to the first line of the next page. The header or footer is not affected by the page break.

A page break is like a rubber space that resizes as you add or remove text from the page.

You can select it by clicking in the empty space created by inserting the page break. The selected page break can be moved, copied, removed, or replaced.



DISTRIBUTION CENTER SAL

GENERAL SPROCKET

4th Quarter Summary

Table I
Sales By Region

SPROCKET

North
225
2?

September
October

Experience:

9/75-Pr
Product
Genera
Respon
produc
plans

6/71

DATE: 12 January, 1984
TO: David Allison
FROM:

MEMORANDUM

January 24, 1984

Conglomerated Credit Corporation
37415 Park Place
Brisbane, CA 94804

Dear Sirs and Madames,

I wish to correct your mistaken billing on my Conglomerate Credit Card #3731-813080-72005. A charge I made last month for equipment was incorrectly listed as having been made at the at Lake Havasu!

I have never been to Lake Ha
particular motel.
becaus

Page 1

Education:

Personal:

Intere

Clement

Marketing Budget -1984

	Jan	Feb	Mar	April	May	Jun
	15750	15750	15750	15750	18960	18690
	9700	9700	9700	9700	9700	9700
Exempt Salaries	25450	25450	25450	25450	28660	28390
Nonexempt Salaries	2200	2200	2200	2200	2200	2200
Total Salaries	980	980	980	980	980	980
Additions	300	300	300	300	300	300
	150	150	150	150	150	150
	100	100	100	100	100	100
		500		750	750	750
			400	400	400	400
			800	700	700	700
				400	400	400
					1900	1900
					50	50
						800

Working With Documents

You use commands in the File menu to save your work and quit the MacWrite application. Most file commands present dialog boxes that require you to provide more information and confirm (or cancel) the command by clicking the appropriate button. You can use the Enter key or the Return key to confirm a command or acknowledge a warning message. When there's more than one option that confirms the command, or when the best choice is something other than a confirmation, the Enter or Return key acts like the button that's outlined in bold.

Most of the procedures in this section can be done from the Finder, although the steps may be different. *Macintosh*, the owner's guide, thoroughly covers how to work with documents from the Finder.

Saving Your Work

You should save your work often to keep a current version of your document on the disk in case you lose information on the Macintosh.

The Close and Quit commands in the File menu also give you the opportunity to save changes to a document that's been named. When you're changing the name of a document or saving to another disk, you'll use the Save As command in the File menu.

Choose Save from the File menu.

Unless you're saving for the first time, no dialog box appears.

Type the name of the document if you're saving it for the first time.

You cannot use a colon as part of a document name.

If you give the name of an existing MacWrite document, a message asks if you want to replace the document with the one you're saving. Confirm or cancel the command.

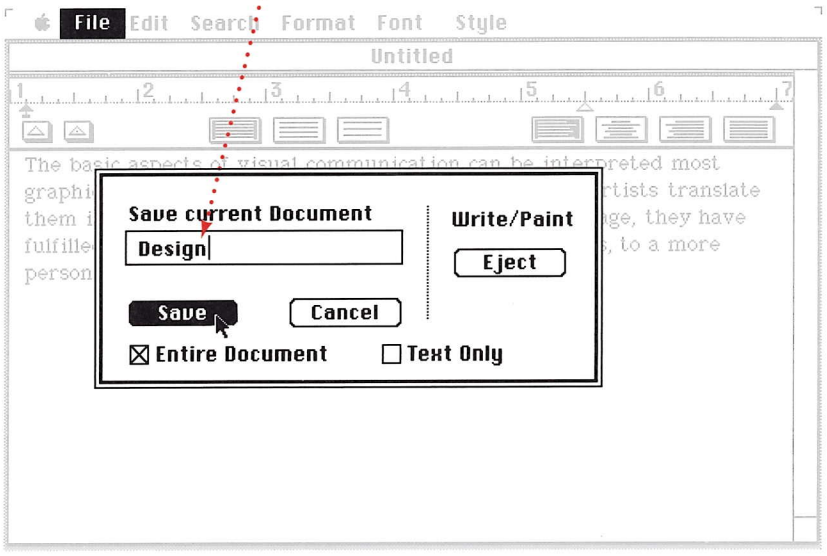
Click Save.

See "Save" under "File Menu" in Chapter 3 for information about the Text Only button.

On the disk, MacWrite saves the current version of the document by replacing the old version that has the same name. If you want to keep the old version, give the current version a different name.

Clicking the Cancel button retracts the Save command.

Clicking the Eject button ejects the disk from the disk drive so that you can remove it and insert another disk. See "Saving to a Different Name or Disk."



Opening a New Document From MacWrite

You can open a new document without returning to the Finder by using the File menu.

In the Finder, you'll open a new document by clicking the MacWrite icon.

Activate the document window that's currently open, if necessary.

Choose Close from the File menu.

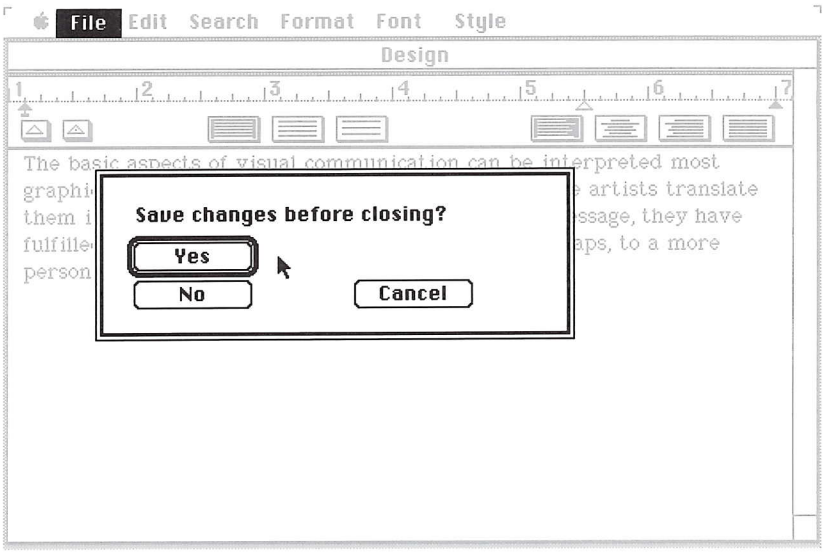
If there are no unsaved changes to your document, MacWrite closes your document window and clears the desktop.

Otherwise, a dialog box appears that lets you save any unsaved changes:

- Clicking Yes saves the changes and closes the document window.
- Clicking No closes the document window without saving.
- Clicking Cancel retracts the Close command.

Choose New from the File menu.

A new untitled document opens on the desktop. You name this document the first time you save it.



Opening an Existing Document From MacWrite

You can open an existing document without returning to the Finder by using the File menu.

In the Finder, you'll open an existing MacWrite document by clicking the document's icon and choosing Open from the File menu.

Activate the document window that's currently open, if necessary.

Choose Close from the File menu or click the close box.

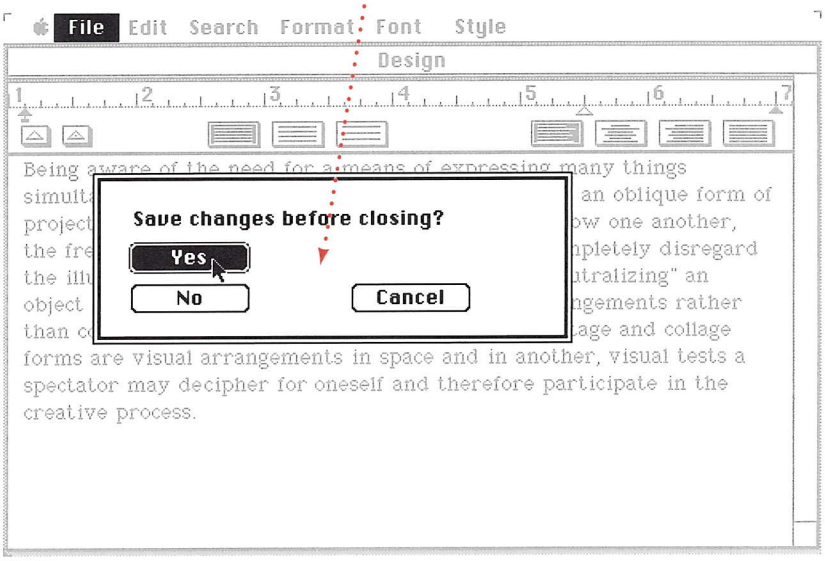
If there are no unsaved changes to your document, MacWrite closes your document window and clears the desktop.

Otherwise, a dialog box appears that lets you save any unsaved changes:

- Clicking Yes saves the changes and closes the document window.
- Clicking No closes the document window without saving.
- Clicking Cancel retracts the Close command.

Choose Open from the File menu.

A dialog box appears with a list of all the MacWrite documents that are on the disk.



Click the name of the document that you want in the list.

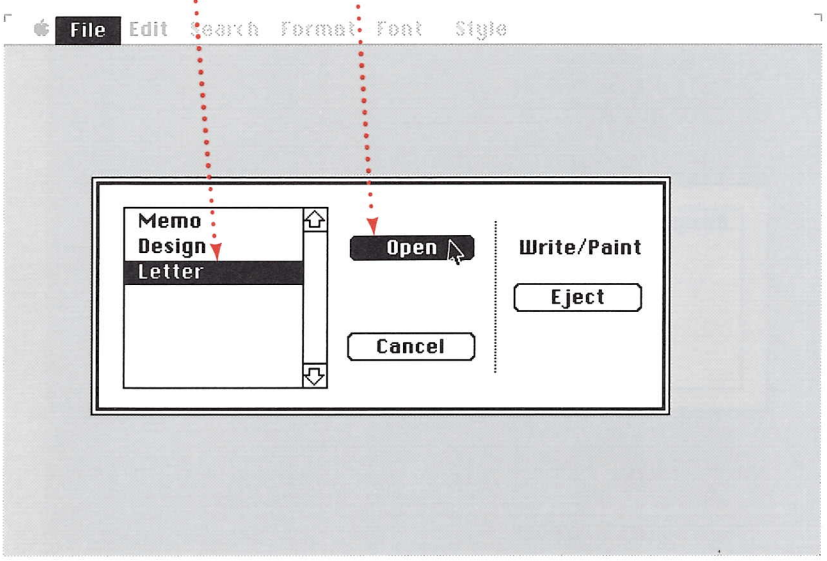
Scroll the list, if necessary, to find the name you want.

Click Open to open the document.

You're actually working with a copy of the document that's on the disk. Changes you make won't be made permanent until you save them back on the disk.

Clicking the Cancel button retracts the Open command.

Clicking the Eject button lets you remove the disk so that you can insert another and open a document on that disk. See "Opening a Document on a Different Disk."



Opening a Document on a Different Disk

If the document you want to open is on another disk, you can eject the current disk if necessary, insert another, and open one of its MacWrite documents.

Activate the document window that's currently open, if necessary.

Choose Close from the File menu or click the close box.

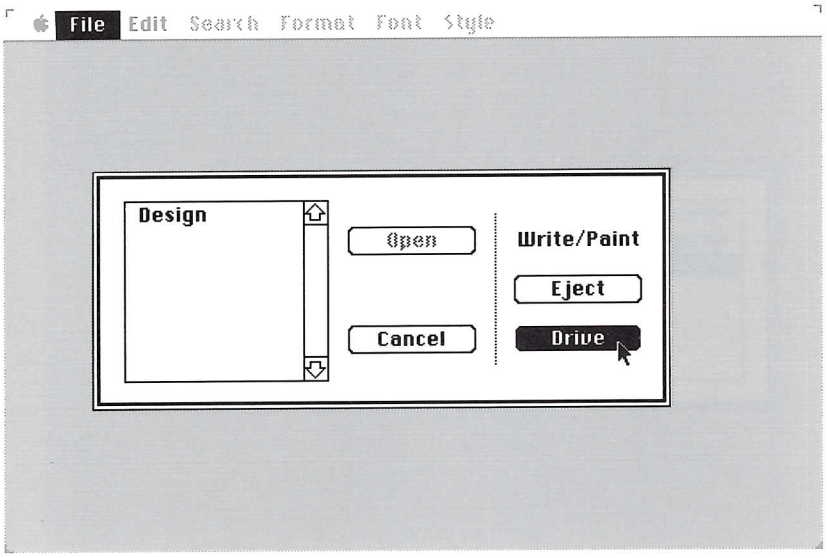
If there are no unsaved changes to your document, MacWrite closes your document window and clears the desktop.

Otherwise, a dialog box appears that lets you save any unsaved changes:

- Clicking Yes saves the changes and closes the document window.
- Clicking No closes the document window without saving.
- Clicking Cancel retracts the Close command.

Choose Open from the File Menu.

A dialog box appears with a list of MacWrite documents that are on the disk.



Change to the disk containing your document.

- Click Eject in the dialog box and insert the other disk.

OR

- Insert a disk, if necessary, in the external drive and click Drive in the dialog box.

The list now shows the MacWrite documents on the disk you just inserted.

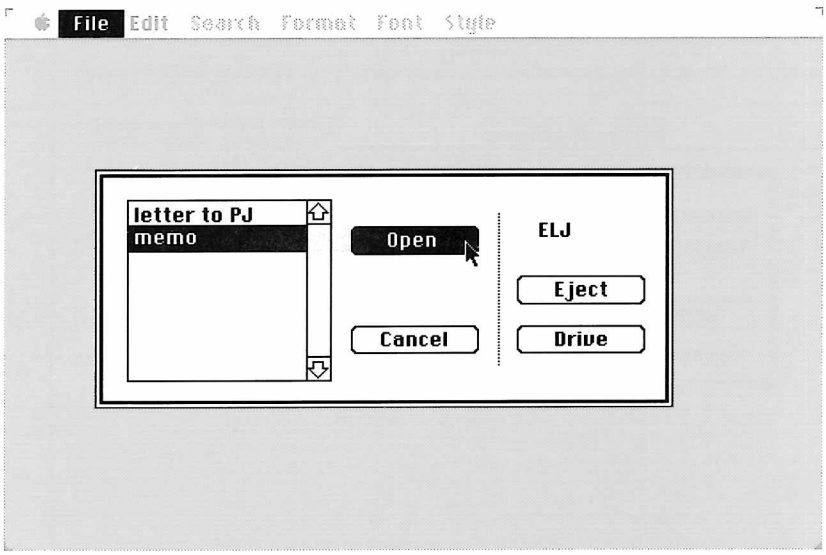
Click the MacWrite document that you want.

Click Open to open the document from the disk.

You're actually working on a copy of the document that's on the disk. Changes you make won't be made permanent until you save them back on the disk.

Clicking the Cancel button retracts the Open command.

When the document is opened, if you've ejected the disk with the MacWrite application program, a message will ask you to reinsert that disk.



Saving to a Different Name or Disk

You can change the name of a document or save it on another disk using the File menu.

Choose Save As from the File menu.

A dialog box appears with the current name of your document.

Change the name of the document or change to the other disk, or both.

To change to another disk:

- Click Eject in the dialog box and insert the other disk.

OR

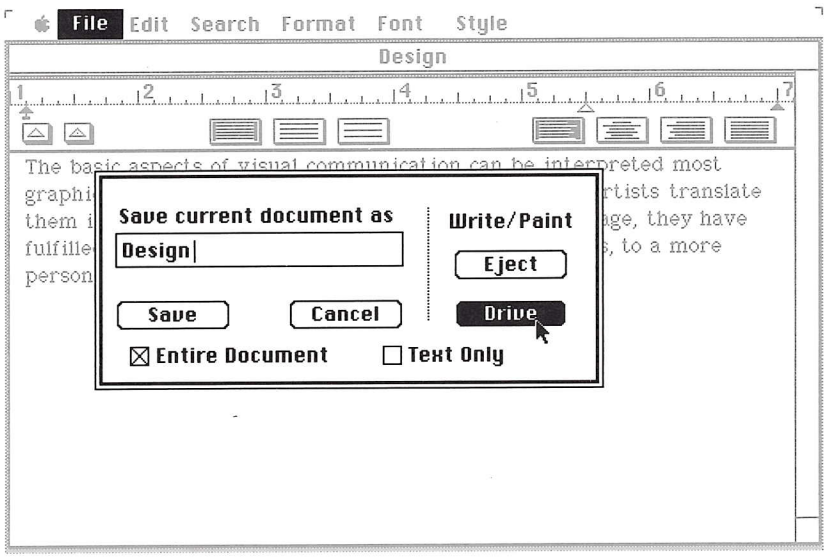
- Insert a disk in the external drive and click Drive in the dialog box.

For information about naming a document, see "Saving Your Work" in this chapter.

Click Save or press Enter or Return.

When the document is saved, if you've ejected the disk with the MacWrite application program, a message will ask you to reinsert that disk.

If you've changed the document's name, the new name appears in the title bar of the document window.



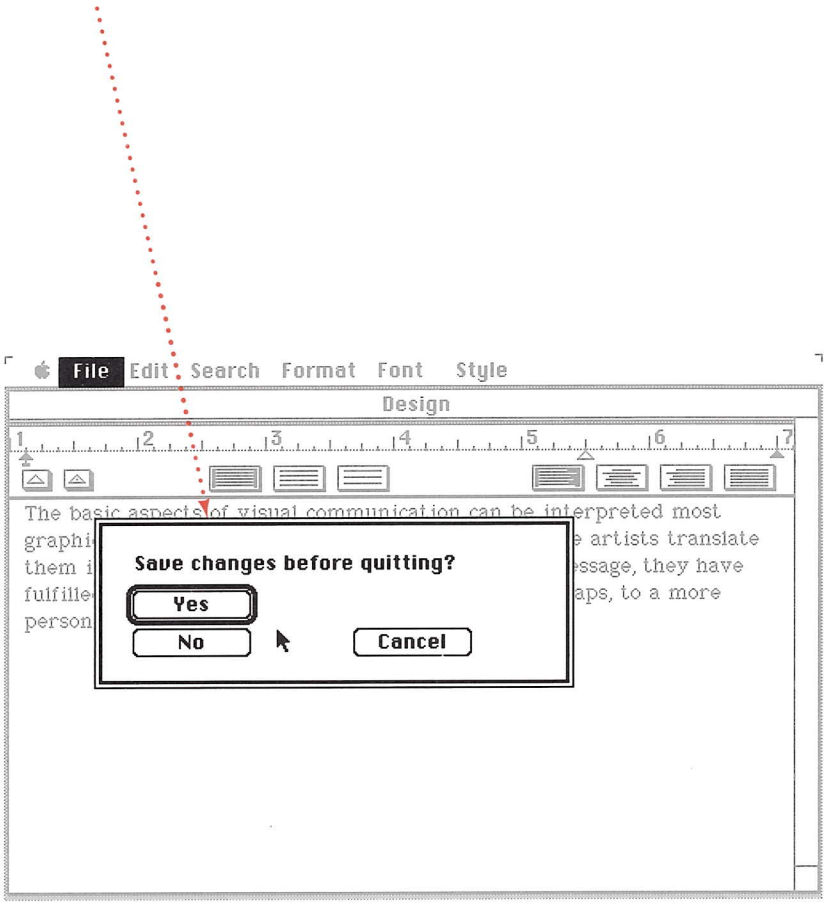
Quitting MacWrite

When you've finished working with MacWrite, you quit the application and return to the Finder.

Choose Quit from the File menu.

A dialog box appears that lets you save any unsaved changes:

- Clicking Yes saves the changes and quits MacWrite.
- Clicking No quits MacWrite without saving.
- Clicking Cancel retracts the Quit command.



Printing

The Apple Imagewriter is the printer designed to be used with the Macintosh. See *Macintosh,* the owner's guide, for instructions on setting up the Imagewriter and general instructions on printing.

When you choose Page Setup or Print from the File menu, a message appears if the printing resource isn't on the disk. Refer to your owner's guide, *Macintosh,* or printer manual for instructions.

Save your document if you want to keep a copy.

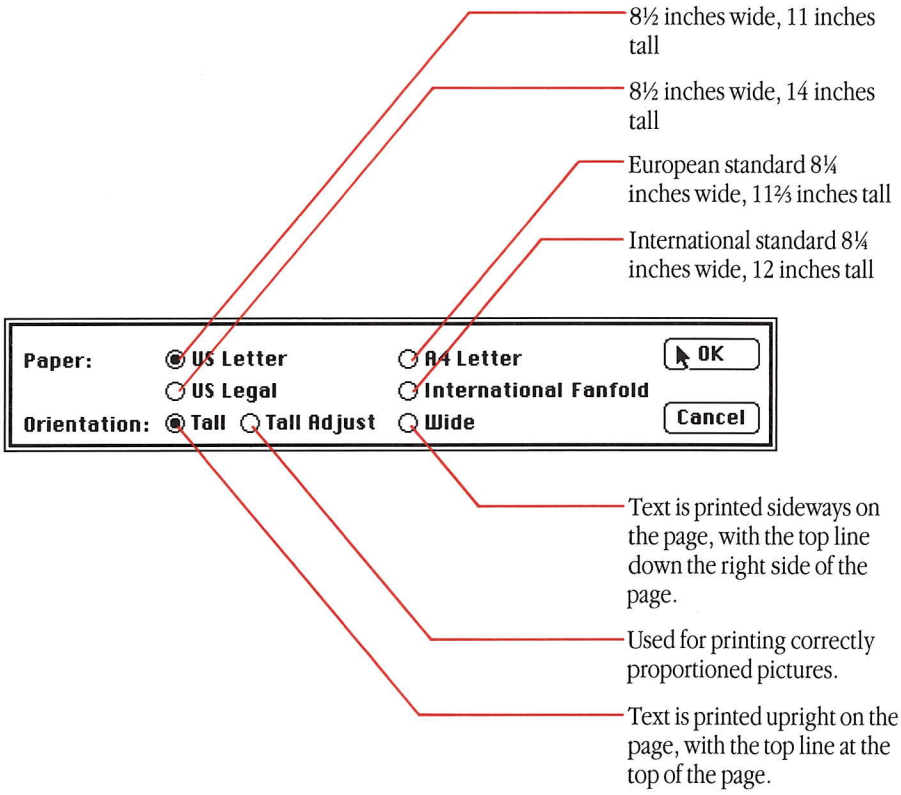
See "Saving Your Work" in this chapter.

Choose Page Setup from the File menu.

A box appears with print specification options.

Set the page specifications by clicking the appropriate check boxes. Click OK to confirm the command.

You need to set these print specifications for a document only once. MacWrite saves them with the document.



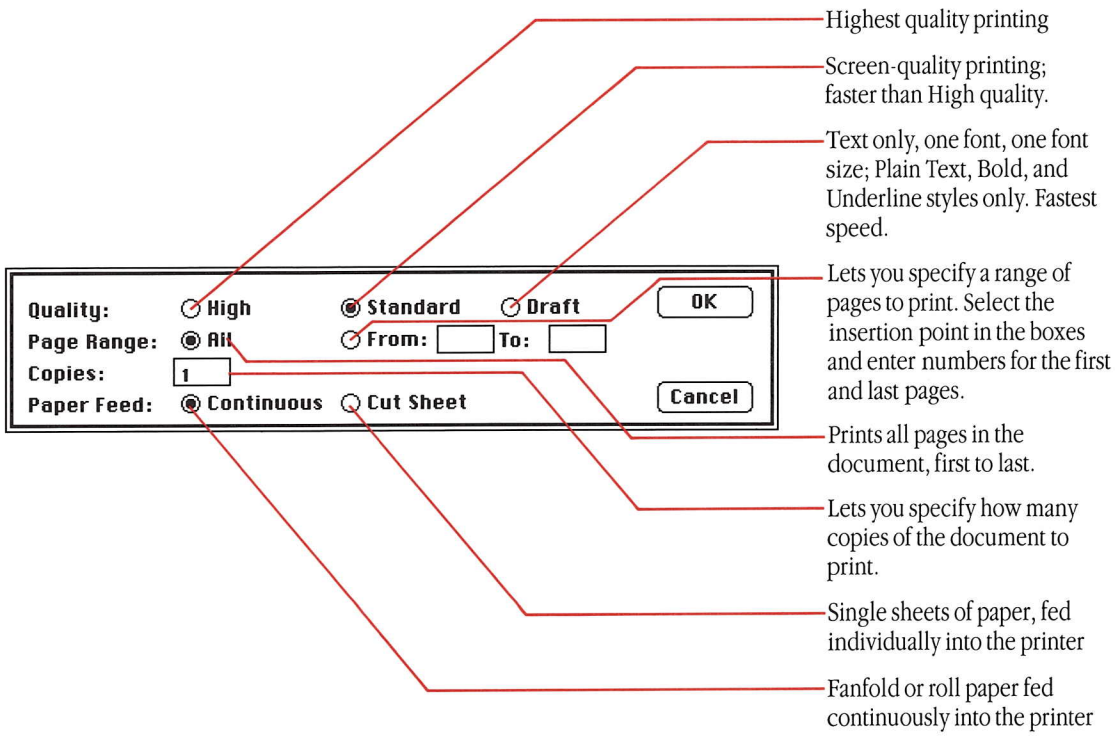
Choose Print from the File menu.

Set the print specifications and click OK to confirm the command.

The document begins to print.

To stop printing, hold down the Command key and type the period (.) key.

If necessary, you'll set the print options each time you print. The Quality and Paper Feed options are set as they were the last time you printed.



Creating and Printing a Long Document

A MacWrite document has a maximum length of approximately ten single-spaced pages. This varies according to the font, font size, and style that you use and the number and complexity of pictures in your document. To make a longer printed document, you create several shorter documents with the page number icon positioned in the header or footer, and then print them sequentially. Each new document begins on a new page, so it's important that each document stand alone as a section or chapter.

Open the first document to be printed.

From a MacWrite document:

- Choose Open from the File menu.
- Click the document name in the list.
- Click the Open button.

From the Finder:

- Click the document icon.
- Choose Open from the File menu.

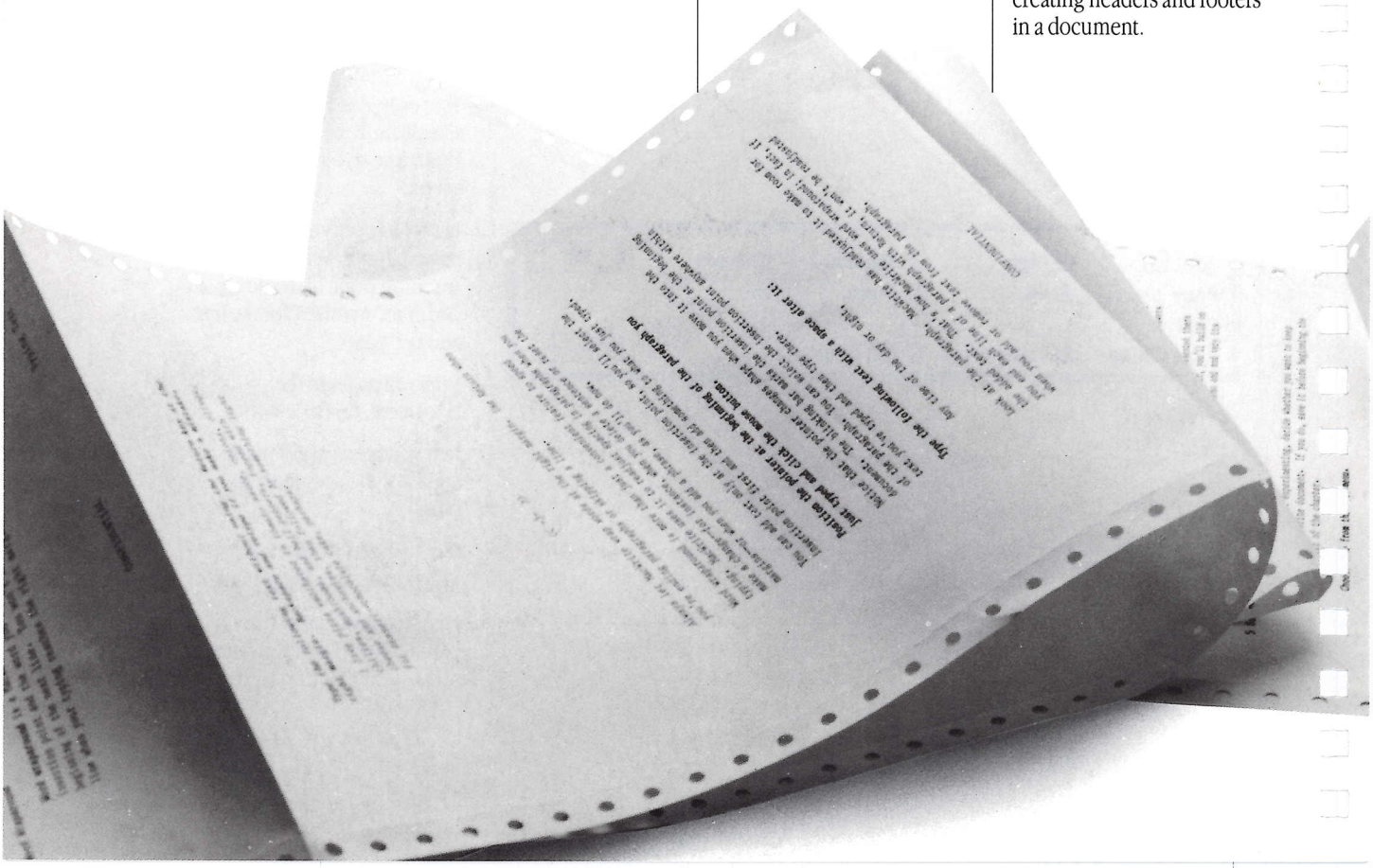
Set the page number you want to assign to the first numbered page of the document.

- Choose Set Page # from the Format menu.
- In the dialog box, type the page number and click OK.

The numbers appear in your document where you positioned the page number icon in the header or footer.

If Title Page is checked in the Format menu, the header or footer is not displayed on the first page.

See "Creating Top and Bottom Margins" in this chapter for instructions on creating headers and footers in a document.



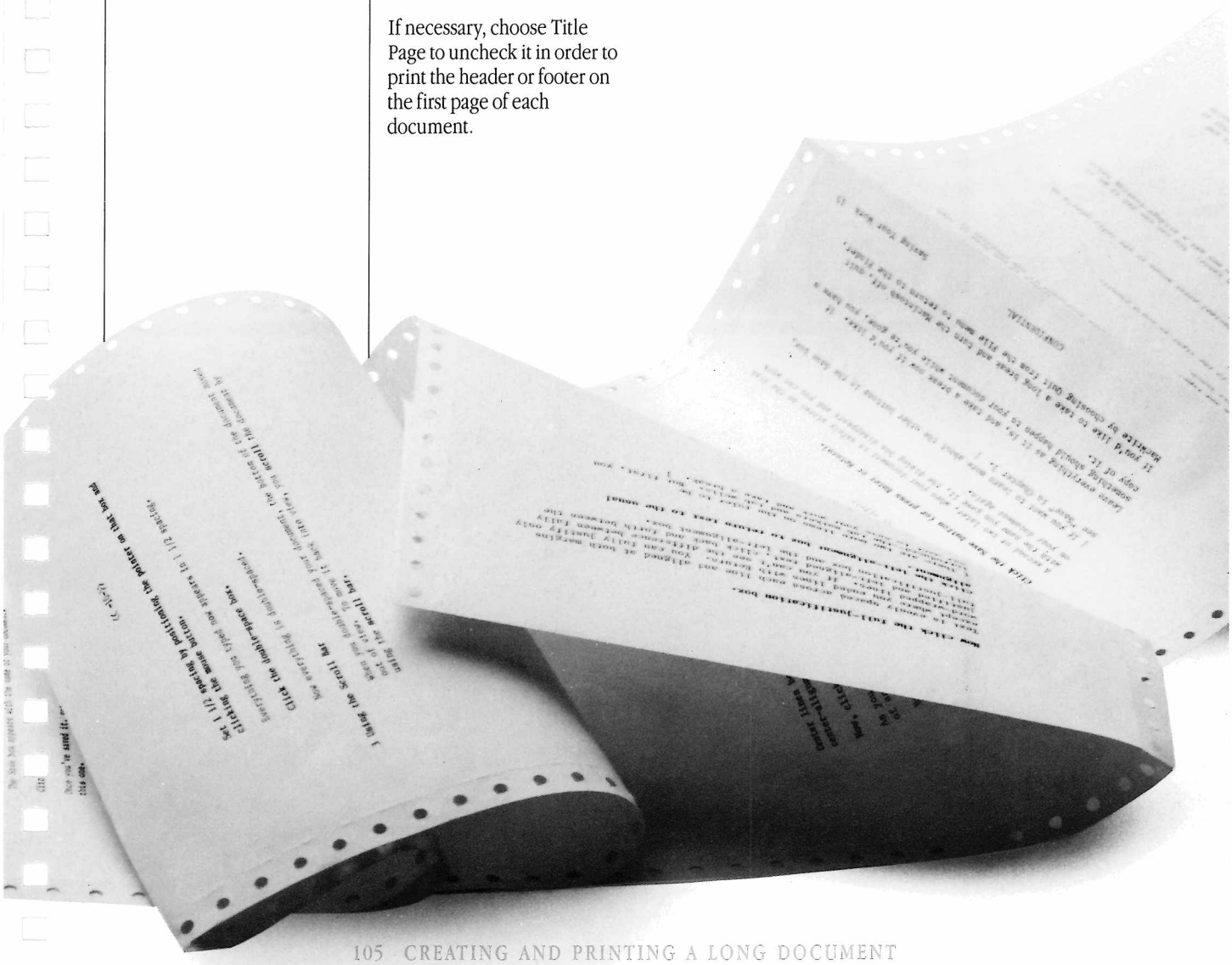
Print the document.

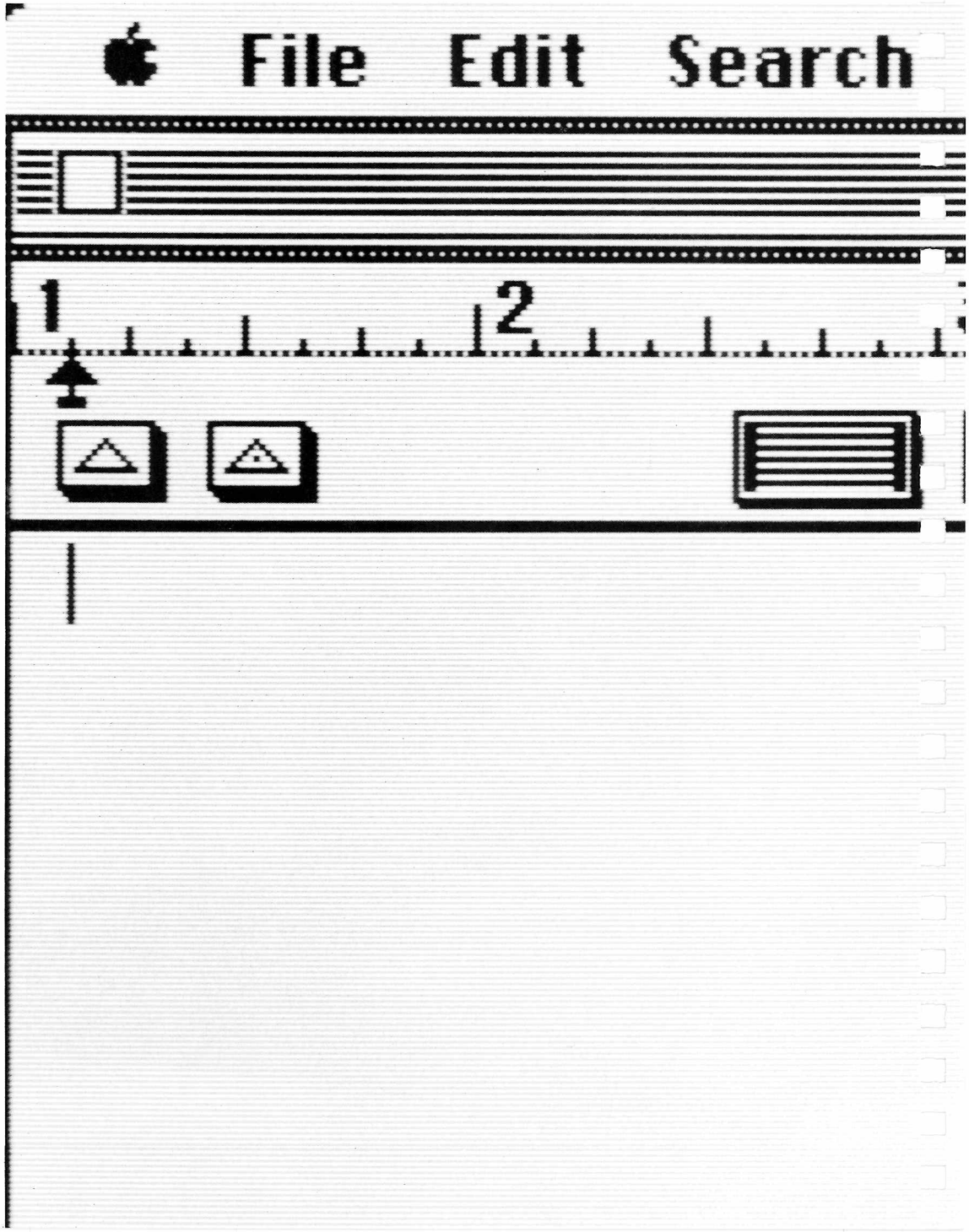
- Choose Print from the File menu.
- Set the print specifications (see "Printing" in this chapter).

Continue this procedure for subsequent documents.

- Open the next document.
- Set the page number to one greater than the last page number in the previous document.
- Print the document.

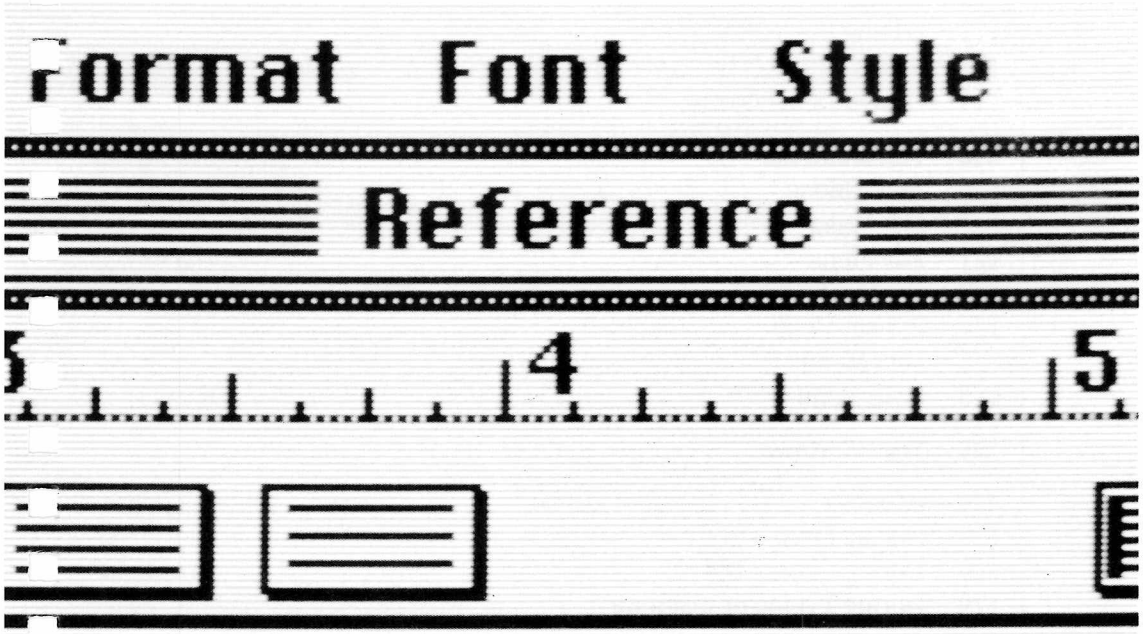
If necessary, choose Title Page to uncheck it in order to print the header or footer on the first page of each document.




File
Edit
Search
1
2

Chapter 3:

MacWrite Reference



Contents

109 Introduction

110 A MacWrite Document
110 Paragraphs and the Return Key
110 A Page
111 Editing
111 Rulers
114 Headers and Footers

116 The Menu Bar
116 Apple Menu
117 File Menu
121 Edit Menu
122 Search Menu
124 Format Menu
125 Font Menu
126 Style Menu

128 The Windows

129 Memory
129 During Paste
129 During Cut or Copy
129 During Typing or Inserting

130 Preset Options and Format

130 MacWrite Specifications

131 Glossary

Introduction

This chapter is an overview and summary of the elements of the MacWrite word processor. It tells you *about* MacWrite without emphasizing procedural instructions. (Read Chapter 2 for step-by-step instructions on the word processing tasks you can do with MacWrite.)

The first part of this chapter presents basic concepts about a MacWrite document: paragraphs, elements of editing, and paragraph and page format. The next part describes the commands in each menu. The chapter ends with a brief discussion of MacWrite memory conditions, MacWrite technical specifications and preset options, and a glossary of special terms.

A MacWrite Document

A MacWrite document can consist of paragraphs of text, pictures or text from other applications or desk accessories, and rulers that set text format. A new document has a preset format that you can keep or change; its settings are listed at the end of this chapter.

Paragraphs and the Return Key

A MacWrite paragraph is defined as text between any of the following:

- presses of the Return key
- rulers
- pictures
- page breaks
- the beginning or end of the document

Note that this definition includes a lot of things not normally considered paragraphs (like lines of a table).

For a paragraph, the following is always true:

- The nearest preceding ruler determines the margins, paragraph indentation, regular and decimal tabs, text alignment, and line spacing of the paragraph.
- The indentation marker indicates the position of the first character or the position of the left edge of a picture.
- At the right margin, MacWrite automatically breaks the line between words (called word wraparound).
- When you edit the text or change the margins, MacWrite automatically readjusts the paragraph to fit between the margins.

Note that you shouldn't use Return at the end of a line within a paragraph, because Return ends the paragraph as well as the line.

A Page

The page size is specified with the Page Setup command in the File menu. In the document window, the end of each page is marked by a nonprinting gray line across the document. You can define the top or bottom margin for all pages in the document with the header or footer. The header and footer appear below and above the gray line. You can end a page and start a new one anywhere in your document by inserting a page break.

When you print the document on continuous-feed paper (computer paper), printing automatically skips across the perforation. When you print on single sheets, the printing stops at the end of each page so you can insert the next sheet.

Editing

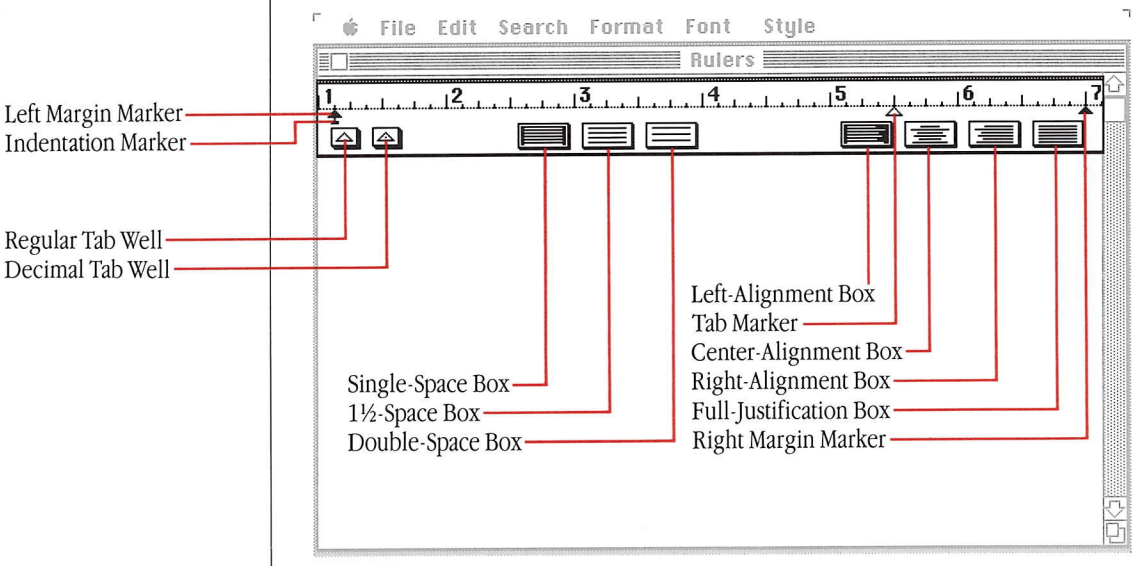
Editing involves inserting at the insertion point and removing, moving, copying, or replacing a selection. Any item or sequential group of items in a document can be selected. The insertion point can be selected anywhere except between adjacent rulers. Anything that can be selected can be edited, although not all editing procedures work with every selection. For example, you can't remove or replace the first ruler in the document.

You can replace the selection by typing, pasting, inserting a ruler, or inserting a page break. With the Edit menu or equivalent keyboard commands, the selection can be removed, moved, or copied. When moving or copying, you can paste into another place in the document, in another window in MacWrite, or in another document altogether.

Undo restores the previous selection or ruler setting.

Rulers

Rulers in your document set all paragraph formats: margins, paragraph indentation, regular and decimal tabs, text alignment, and line spacing



The Insert Ruler command in the Format menu inserts a new ruler. The ruler is inserted at the insertion point, or replaces any selection. The inserted ruler is a copy of the nearest ruler preceding it. The format set on the ruler affects text down to the next ruler (if there is one) or to the end of the document.

All rulers can be copied; all rulers except the first can be removed, moved, or replaced. When you copy a ruler, the copy on the Clipboard retains its settings when later pasted.

You can hide rulers from view in a document. They never appear in the printed copy.

Margins

Left and right margins are preset to 1⅛ inches and 1½ inches respectively. Left and right margin markers cannot be placed within 2 inches of each other or within 3⁄16 inch of a tab. You can view (and set a right margin at) the 7⅜-inch mark by moving the window to the left and resizing it. A minimum left margin of 1 inch and minimum right margin of 1⅛ inches don't appear in the window but do appear in the printed document. For information about top and bottom margins, see "Headers and Footers" in this chapter.

Paragraph Indentation

The indentation marker sets the position of the first character in a paragraph. The left margin marker sets the left edge of the remainder of the paragraph. The indentation marker can be placed on the left margin marker (no indentation), to the right of it (regular indentation), or to the left of it (hanging indentation).

Since using Return always signals the start of a new MacWrite paragraph, the first character after a Return appears at the position designated by the indentation marker.

When a paragraph has a hanging indentation, the left margin marker acts like a tab marker. Pressing Tab between the indentation marker and the left margin marker will align what you then type with the left margin.

The preset left margin is not indented: the left margin marker and the indentation marker are both set at the 1⅛-inch mark.

Tabs

A ruler has two types of tabs: regular and decimal. Text at regular tabs is left-aligned with the tab marker. Text at decimal tabs is right-aligned or aligned at the decimal point if it has one. You can set up to ten tabs on a ruler. In paragraphs with a hanging indentation, the left margin marker acts like a regular tab marker (see "Paragraph Indentation," above).

Pressing the Tab key moves the insertion point forward to the next tab position. If there are no tab markers to the right of the insertion point, pressing Tab moves the insertion point to the first tab marker on the next line.

The tab itself is the space between the place where you pressed Tab and the position of the tab marker. It's actually a character that fills the space between the text and the marker position. As a character, it can be selected, edited, and even given a style and font, although it always appears as blank space.

Text after the tab can be selected and edited normally. Removing tabular text does not remove the tab; you remove the tab by selecting the tab (the entire space preceding the tabular text) and removing it with Cut in the Edit menu or the Backspace key.

When you add or remove a tab marker, MacWrite redistributes tabular text sequentially among the remaining tab markers on the ruler.

Tabs work best in left alignment and full justification. You can center or right-align tabular text but the columns will not line up under the tab markers.

The preset ruler has one regular tab at 5½ inches.

Alignment

The first ruler in a new document is preset for left alignment—that is, text aligned at the left margin. By clicking the appropriate box on a ruler you can align text in a variety of other ways:

- The right-alignment box aligns text at the right margin.
- The center-alignment box centers text between the margins.
- The full-justification box aligns evenly spaced text at both margins.

MacWrite fully justifies all lines of a paragraph except the last one. Full justification does not affect the alignment of text at tabs.

Line Spacing

The first ruler in a new document is preset for single spacing. The space between each line of text and the next is determined by the maximum font size on that line and the setting of the line spacing boxes on the ruler.

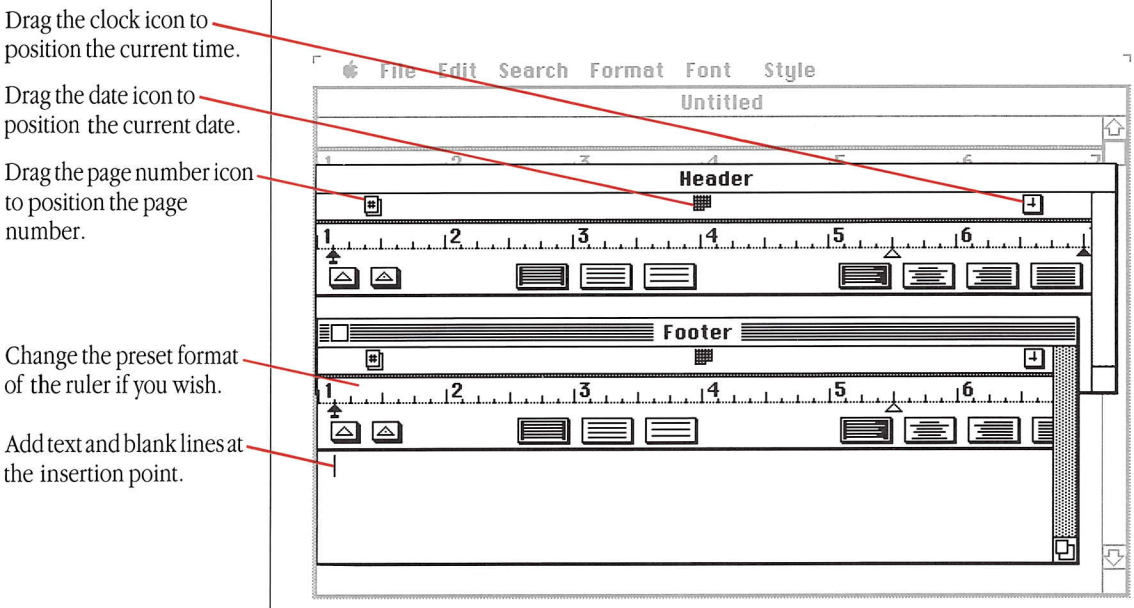
The double-space box doubles the normal amount of space between lines; the 1½-space box results in half again as much space as single spacing.

Headers and Footers

The header and footer define top and bottom margins for every page of your document. In addition to blank lines, a header or footer can contain lines of text, pictures, page numbers, the time, or the date. Each document can contain one header, or one footer, or both.

The header and footer are created separately in the corresponding Header or Footer window. Reactivating the document window displays them on each page of the document. Hiding or closing the Header or Footer window removes the header or footer from view in the document window and the printed copy.

The Title Page command in the Format menu lets you control whether the header and footer appear on the first page of the document.



The clock, date, and page number icons can be placed anywhere in text or even inside a picture that's been pasted into a header or footer. They may extend outside the margins or even obscure text and pictures in the header or footer.

The page number, time, and date appear in the same font, size, and style as the first character in the text of the header or footer. If there is no text, they appear in the preset font, size, and style unless you've changed the preset options.

A MacWrite header or footer can have a maximum height of approximately one third of a page; if you exceed the allowable height, a warning message appears when you try to activate the document window. A header or footer can contain no more than six MacWrite paragraphs (with each picture also counting as a paragraph).

The Menu Bar

The menu bar holds the titles of all MacWrite menus: Apple, File, Edit, Search, Format, Font, and Style. All commands that require you to provide additional information appear in the menu with an ellipsis (three dots) after the command. Choosing one of these commands causes a dialog box to appear: fill in the information in the box. Click the appropriate button (OK or a more specific option) to confirm the command. Pressing the Enter key or the Return key also confirms the command. Clicking the Cancel button cancels the command.

Apple Menu

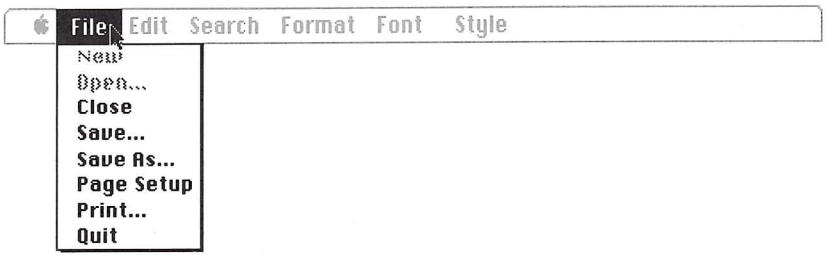
About MacWrite...
This command shows you information about MacWrite and the document you're working on. It shows the size of the document as a percentage of total memory, as well as the percentage of memory still available.

Desk Accessories
Choosing any of the desk accessories causes that accessory to appear on the desktop. You can use the Edit menu to cut, paste, and copy the information in most desk accessories. Activating the document window lets you continue working with your document. The desk accessory stays on the desktop until you close it, either with its close box or the Close command in the File menu.

Some desk accessories particularly useful with MacWrite are:

- **Scrapbook**, to keep and use a repertoire of frequently used pictures or passages of text, or to move many pictures or passages of text between documents or applications
- **Calculator**, to do quick calculations and paste the results into a document. You don't have to select the results, just copy and paste them.
- **Key Caps**, to see the complete set of foreign and special characters available with the Option key. Note that not all characters are available in every font.

File Menu



New
This command opens a new, untitled document. The New command is dimmed when a document is already open.

Open...
This command opens a specified document on the disk. A list of current MacWrite documents appears in a box. Select a document from this list.

The Eject button (or the Drive button, if you have an external disk drive) allows you to open a document on another disk.

The Open command is dimmed when a document is already open.

Save
This command stores the current document on the disk and replaces the old copy of the document with the same name. A dialog box appears the first time you save an untitled document. When you name a document, and the name is that of an existing document, you're asked to confirm that you want the document you're saving to replace the existing one. See "Save As," immediately following, for an explanation of the other items in this box. Once you've named the document, use this command to save changes to the same document stored on the disk.

You can use any character except a colon, Return, or Tab to name a document.

Save As...

This command saves the document to another name or to another disk (or both). You can use this command when you first name a document. When you first name a document, or if you change the name, and the name is that of an existing document, you're asked to confirm that you want the document you're saving to replace the existing one. When you change a document's name, a new document is stored in the Finder and the new name appears in the document window. Henceforth, choosing Save, described immediately above, will save changes to this document.

You can use any character except a colon, Return, or Tab to name a document.

The Eject button (or the Drive button if you have an external disk drive) allows you to open a document on a different disk.

The preset Entire Document check box saves the document as you created it with all its formatting, text, and pictures.

Clicking the Text Only check box before clicking the Save button allows you to save just the text of your document (without formatting, fonts, sizes, styles, pictures, page breaks, headers, or footers). Use this to transfer entire documents to other Macintosh applications that accept text-only documents. If you check this box, be sure to change the name you're saving to, so you don't replace your MacWrite document with its text-only form.

You can open a text-only document (created by either MacWrite or another application) from the Finder only. Select the document, then also select MacWrite by Shift-clicking it, and choose Open from the File menu.

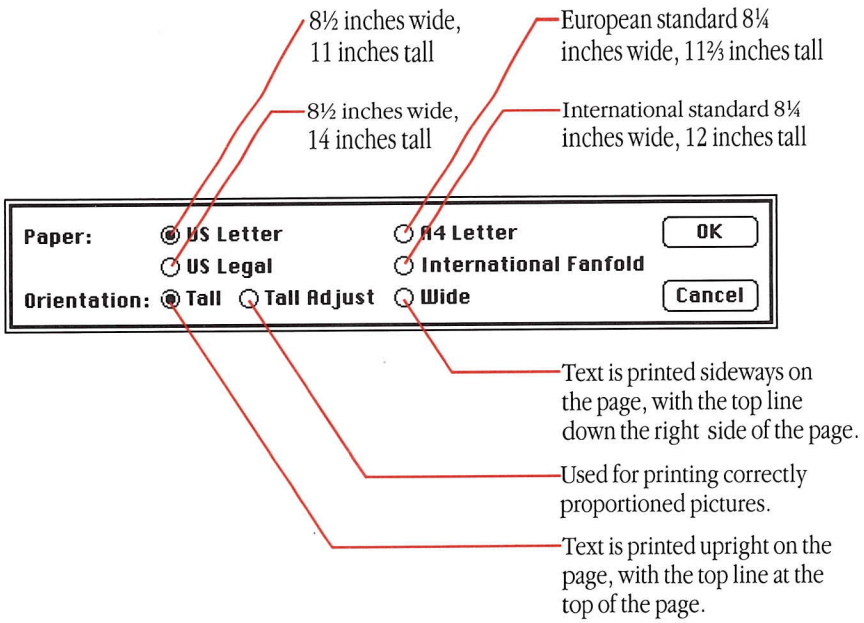
Page Setup

This command lets you specify the size of the paper you'll be printing your document on, and whether it will be printed across the width of the page or sideways across its length. (The wide orientation is useful for preparing presentation slides, for example.)

Changing these settings changes the length of each page of the document as it appears on your screen; this lets you preview where pages will break. Actual printing is done with the Print command.

If there's no printing resource in the System folder, a warning appears when you choose this command. Refer to *Macintosh,* your owner's guide, or your printer manual.

Changes you make to the Page Setup are saved when you save this document, so you need to set these specifications only once. The preset options are checked as follows:



The Tall Adjust option should be used when printing a document with geometric figures or pictures that must be printed in exactly the correct proportions.

Note that even with wide orientation or international paper, MacWrite is still limited to a 1-inch minimum left margin and a 1⅛-inch minimum right margin. Most printers are also limited in the width of the page they can use: the Apple Imagewriter can use only an 8½-inch page width.

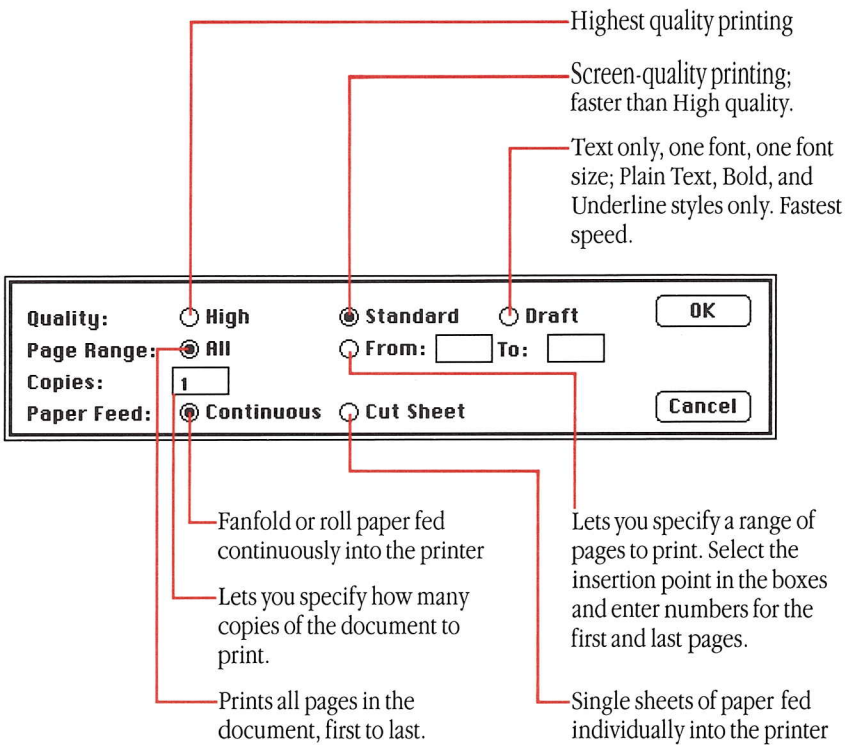
The Page Setup command is dimmed if no document is open.

Print...

This command produces a printed copy of the current document using the specified settings. It first stores a "printed" copy on the disk, and then prints from that copy. MacWrite can complete the Print command faster if you save your document first.

If there's no printing resource in the System folder, a warning appears when you choose this command. Refer to *Macintosh,* your owner's guide, or your printer manual.

Choosing this command presents the following dialog box with options about how you want your document to be printed.



Note for example that the page range "from 4 to 5" means the fourth and fifth pages in the document. If you've used the Set Page # command in the Format menu, those pages may not necessarily be numbered 4 and 5.

Clicking OK accepts all the settings and begins printing accordingly. Clicking Cancel retracts the Print command altogether. Holding down the Command key while pressing the period key (.) stops printing in progress.

The Print command is dimmed if no document is open.

Close

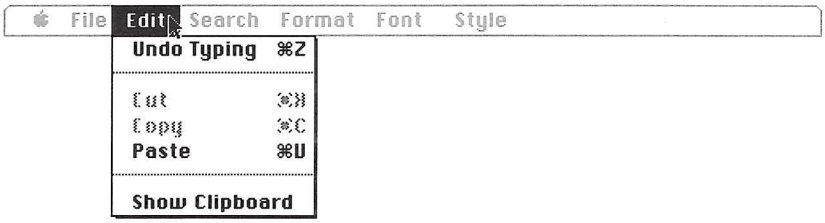
This command closes the active window. If the document window is the active window, and you've made changes without saving, you're given the opportunity to save the changes. If there have been no changes since you last saved the document, the document window is simply removed from the desktop.

Choosing Close is the same as clicking the close box of the active window, if it has one. Choosing Hide Clipboard, Hide Header, or Hide Footer also closes these windows. Closing the Header or Footer window removes the window from the desktop and the header or footer from the document.

Edit Menu

Quit

This command leaves MacWrite and returns to the Finder. If you've made changes since last saving the document, you're given the opportunity to save the changes before quitting.



In the following description, "text" refers to what is entered into your document with the character keys. Text includes line breaks and space created with Return and Tab.

There are equivalent keyboard commands for the Edit menu commands. Use the Command key and the letter to the right of each command in the Edit menu.

Cut

This command removes selected text, rulers, pictures, or page breaks (or any combination of these), and places the selection on the Clipboard, replacing the Clipboard's current contents (if any).

Copy

This command copies selected text, rulers, pictures, or page breaks (or any combination of these) to the Clipboard, replacing the Clipboard's current contents (if any).

Paste

This command replaces the current selection (usually the insertion point) with the contents of the Clipboard. The insertion point moves to the end of the inserted material. You cannot paste rulers, page breaks, or pictures into the Find or Change window or into most desk accessories.

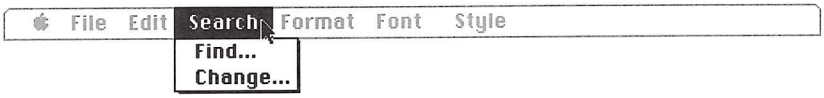
Show Clipboard/Hide Clipboard

This command displays the contents of the Clipboard—what you most recently cut or copied. When the Clipboard window is open, this command changes to Hide Clipboard.

Undo

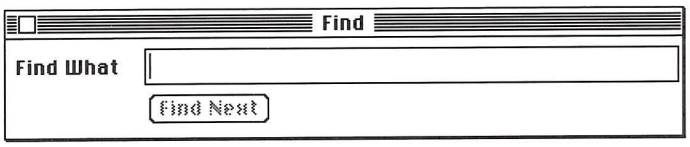
This command undoes the effects of your most recent action: typing (including backspacing), a ruler change, or a command. You cannot undo the effects of the Change All button in the Change window, or any command in the File menu.

Search Menu



Find...

This command locates and selects, in the most recently active window, the next occurrence of specified text. It opens the Find window, where you enter the text you want to find. You can move and activate the Find window just like any other window.



The Find What rectangle can hold up to 44 characters of text. You can enter any characters except Return and Tab. You can move or copy text between the document window and the Find window. The text in the rectangle can be selected and edited.

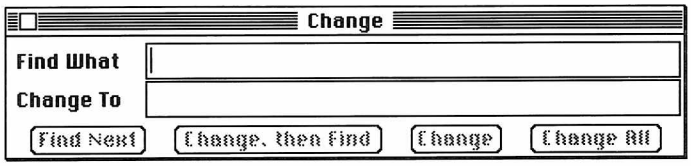
Clicking the Find Next button begins the search. The search starts at the selection, goes to the end of the document, wraps back to the beginning, and ends where it began. If the specified text is found in the document, the occurrence is selected. The found text can be edited once the document window is activated. You can undo Find Next and restore the previous selection before activating another window.

The Find command searches for an exact character-for-character match, but it ignores capitalization, accents on characters, fonts, sizes, and styles. If the text you're searching for isn't found, a message informs you of this.

The close box in the title bar, or the Close command in the File menu, closes the active Find window.

Change...

This command allows you to search for text in the most recently active window and optionally replace the found text. It opens the Change window, where you enter the text you want to find and the text to replace it with. You can move and activate the Change window just like any other window.



The Find What and Change To rectangles can each hold up to 44 characters of text. You can enter any characters except Return and Tab. You can move or copy text between the document window and the Find window. The text in the rectangles can be selected and edited.

Clicking the Find Next button begins the search. The search starts at the selection, goes to the end of the document, wraps back to the beginning, and ends where it began. If the specified text is found in the document, the occurrence is selected. The found text can be edited once the document window is activated.

Clicking the Change then Find button replaces the current selection with the contents of the Change To rectangle, then proceeds to search for the next occurrence of the specified text.

Clicking the Change button replaces the current selection with the contents of the Change To rectangle, leaving the replaced text selected.

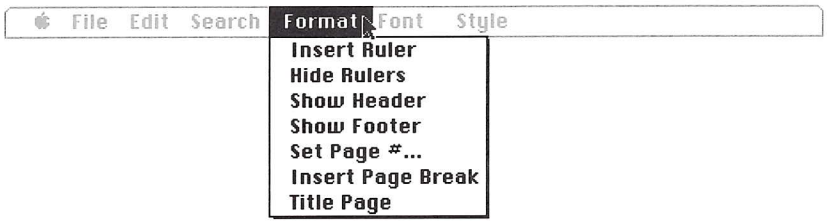
Clicking the Change All button searches for and replaces all occurrences of the Find What text. It starts at the beginning of your document and, when finished, selects the last changed occurrence. This operation, once done, cannot be undone; a message, which you must acknowledge, warns you of this before the operation proceeds.

You can Undo all of the preceding options, except Change All, before activating another window.

The Change command searches for an exact character-for-character match, but it ignores capitalization, accents on characters, fonts, sizes, and styles. If the text you're searching for isn't found, a message informs you of this.

The close box in the title bar, or the Close command in the File menu, closes the active Change window.

Format Menu



Insert Ruler

This command replaces the selection (usually the insertion point) with a ruler and moves the insertion point and the following text below the inserted ruler. The ruler is a copy of the preceding ruler. If rulers are hidden, Insert Ruler shows all rulers before inserting the new one (see "Rulers" in this chapter).

Hide Rulers/Show Rulers

The Hide Rulers command makes all rulers invisible but maintains their effects. Show Rulers causes all rulers to appear in the document (see "Rulers"). Choosing Insert Rulers automatically shows all rulers.

Show Header/Hide Header

The Show Header command opens the Header window. Hide Header both removes the header from view in the document and closes the Header window (see "Headers and Footers").

Show Footer/Hide Footer

The Show Footer command opens the Footer window. Hide Footer both removes the footer from view in the document and closes the Footer window.

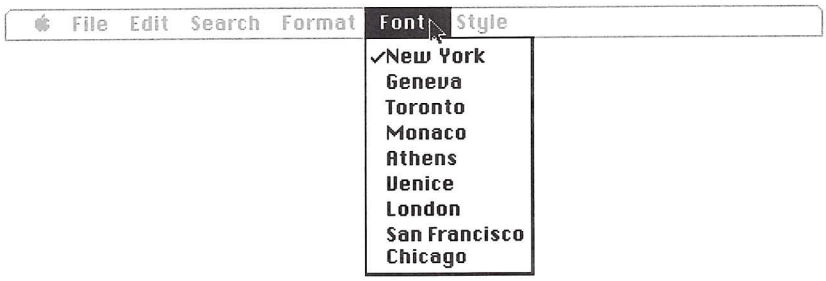
Set Page #...
This command sets the page number of the first page in the document unless Title Page is checked in the Format menu. See "Title Page" in this section. All subsequent pages will be numbered from this page number. The page number appears in the header or footer where you've placed the page number icon. The initial page number is preset to 1.

Insert Page Break
This command forces a page break, making the text after it appear at the top of the next page. It actually inserts an empty rectangle that is the size of the space remaining on the page. When you add or remove material before the break, the size of the rectangle changes to account for the change in space.

The page break rectangle can by selected by clicking; it appears highlighted. Once selected it can be moved, removed, copied, or replaced like any other selection. It cannot be resized.

Title Page
This command, when checked, causes the header and footer not to appear on the first page of a document. Choosing the command changes its state from checked to unchecked, or vice versa.

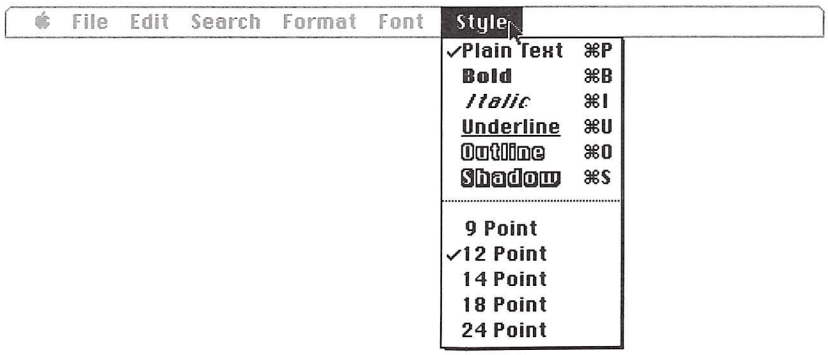
Font Menu



The preset font is New York. You can choose any available font for currently selected text or text yet to be typed at the insertion point. The font you choose is checked in the menu. If you have not changed the font at the insertion point, typed text appears in the font of the immediately preceding character, which may be a Return, Tab, or space. If there is no preceding character, text you insert appears in the preset font or the font of the character following it. Text typed to replace selected text appears in the font of the first character of the selection.

If all characters in the current selection are in the same font, that font is checked in the menu; otherwise no font is checked. (If the selection is the insertion point, the check in the Font menu shows you the font of the text you'll type there.) Text retains its font when moved or copied.

Style Menu



This menu has choices for the style and size of text. The preset style is Plain Text and the preset size is 12 Point. There are equivalent keyboard commands for the Style menu: the Command key and the first letter of the style.

You can choose one or more styles or any size for currently selected text or text yet to be typed at the insertion point. The styles and size you choose are checked in the menu. If you have not changed the style or size at the insertion point, typed text appears in the style and size of the immediately preceding character, which may be a Return, Tab, or space. If there is no preceding character, the text appears in the preset size and style or the size and style of the character that follows it. Text typed to replace selected text appears in the style and size of the first character of the selection.

The styles and size of the current selection are checked in the menu. A style or size is checked only if all characters in the selection have it in common. If the selection is the insertion point, the checks in the Style menu show you the size and style of the text you will type there. Text retains its style and size when moved or copied.

Plain Text (the preset style) cannot be mixed with other styles: choosing it removes all other checked styles. The other styles, however, can be combined for a variety of effects. Horizontal and vertical line spacing is automatically adjusted to accommodate the largest character in the line.

Fonts, styles, and sizes can be mixed at your aesthetic discretion. Some combinations may appear jagged or chunky, either on the screen or on the printed copy.

The Windows

There are six windows in MacWrite: document, Header, Footer, Clipboard, Find, and Change. Generally, a window is opened by a command in a menu, and closed (when it's active) with the Close command in the File menu or by clicking its close box, if it has one.

The document window has a scroll bar; the document, Header, Footer, and Clipboard windows have size boxes. All windows can be moved by dragging their title bars. You can move a window without activating it by holding down the Command key while dragging the window.

Memory

There are three memory-full conditions in which MacWrite can't normally complete a requested operation. When this happens, a box appears explaining the condition. Clicking the OK button in the box (or pressing the Enter or Return key) confirms the action; pressing the Cancel button retracts the command. The memory-full conditions are as follows:

During Paste
If memory would be exceeded by a Paste operation, MacWrite will move (rather than copy) the contents of Clipboard to the document. This clears the Clipboard and disallows an Undo after the Paste.

During Cut or Copy
In order for the Cut or Copy operation to be undoable, MacWrite tries to preserve the previous Clipboard contents before replacing them with the cut or copied material. If doing this would exceed memory, MacWrite will not attempt to preserve the Clipboard contents. The Cut or Copy can then be completed but Undo is disallowed.

During Typing or Inserting
In order for typing or inserting to be undoable, MacWrite preserves a copy of the paragraph being changed. If the document grows too large, MacWrite will eliminate this copy, disallowing an Undo of the typing.

If at any time the document grows too large for an operation to take place at all, MacWrite notifies you of this and will not perform the operation. If the memory shortage becomes extremely critical, you're given an opportunity to save the document and quit MacWrite.

Preset Options and Format

Font style:	Plain Text
Font size:	12 Point
Font:	New York
Header:	none
Footer:	none
Paragraph indentation:	at 1 1/8 inches
Left margin:	at 1 1/8 inches
Right margin:	at 7 inches
Regular tab:	one at 5 1/2 inches
Decimal tab:	none
Spacing:	single
Alignment:	left
Page Break:	at 8 1/2 inches

MacWrite Specifications

Maximum amount of text:	8 1/2 pages (single spaced, 1-inch top and bottom margins)
Total number of tabs per ruler:	10
Minimum left margin:	1 inch
Maximum right margin:	at 7 3/8 inches

Glossary

active window
The frontmost window on the desktop; the window where the next action will take place. The active window's title bar is highlighted.

Backspace

Backspace key
A key on the Macintosh keyboard that moves the insertion point backward, removing a selection or characters at the insertion point.

button
Buttons appear in dialog boxes and are clicked to designate, confirm, or cancel an action.

Calculator
A desk accessory that works like a four-function pocket calculator. You can paste calculation results into your document.

Caps Lock

Caps Lock key
A key on the Macintosh keyboard that, when pressed, causes subsequently typed letters to appear in uppercase. It works like a Shift key except that it doesn't affect numbers or symbols.

character keys
The following keys on the Macintosh keyboard—letters, numbers, symbols, punctuation, Return, Tab, and the space bar. Character keys repeat when you press and hold them.

check box
A small box associated with an option in a dialog box that, when clicked, may reverse the option's current state or affect other related options.

choose
To pick a command from a menu by dragging.

click
To position the pointer on something and then press and quickly release the mouse button.

Clipboard
A holding place for what you last cut or copied.

close
To turn a document window back into the icon that represents the document.

close box
A small box on the left side of the title bar of an active window. You click it to close the window.

command
A word, usually in a menu, that describes an action for MacWrite to perform. Also, a combination of the Command key and a letter on the keyboard that accomplishes the same action.

Command key
A key on the Macintosh keyboard that, when held down while another key is pressed, causes a command to take effect, or when held down while dragging, causes a specified action to take place.

cut
To remove something by selecting it and choosing Cut from the Edit menu. What is cut is placed on the Clipboard.

decimal tab
A tab, represented by a decimal tab marker, that aligns columns of numbers at the decimal point position (or columns of words to the left of the tab).

decimal tab marker
An unfilled triangle with a dot in it that you drag from the decimal tab well to a position under the inch scale of a ruler. It marks the position of the insertion point when you press Tab.

desk accessories
"Mini-applications" that are available on the desktop from the Apple menu regardless of which application you're using. Examples are the Calculator and Scrapbook.

desktop
MacWrite's working environment—the menu bar and the gray area on the screen.

dialog box
A box that requests more information from you when needed by MacWrite to complete a command.

dimmed
A dimmed command or menu title appears gray rather than black. A dimmed item cannot be chosen.

disk
The magnetic medium on which the Macintosh stores information.

disk drive
The mechanism that holds a disk, retrieves information from it, and saves information on it.

document
A MacWrite document is text, format, and anything that has been pasted from another application.

document window
A window that displays a document.

double-click
To position the pointer and then press and release the mouse button twice in rapid succession without moving the mouse.

drag
To position the pointer on something, press and hold the mouse button, move the mouse, and release the mouse button.

Enter key
A key on the Macintosh keyboard that you press to confirm an entry or command.

Finder
The "hub" of the Macintosh system that lets you manage your documents and get from application to application.

font
A collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent look.

footer
The bottom margin of a document, which repeats on every page and can include text, pictures, page numbers, the date, and the time.

format
In MacWrite, the arrangement of text as determined by the margins, tabs, line spacing, and text alignment.

header
The top margin of a document, which repeats on every page and can include text, pictures, page numbers, the date, and the time.

highlight
To make visually distinct, usually to show that something has been selected or chosen.

icon
A graphic representation of an object, a concept, or a message.

indentation marker
An arrow-shaped marker that marks the position of the first word in a paragraph, to the left or the right of the left margin marker. In a new document, the indentation marker is stacked with the left margin marker.

insertion point
The spot in a document where something will be added. The insertion point is selected by clicking and is represented by a blinking vertical bar.

Key Caps
A desk accessory that shows you the optional character set.

margin marker
A black triangle on each side of a ruler that you can move to mark the left or right margin of text. In a new document, the left margin marker is stacked with the indentation marker.

memory
The place in the Macintosh main unit that stores information the Macintosh is working with.

menu
A list of commands that appears when you point to and press a menu title in the menu bar.

menu bar
The horizontal strip at the top of the screen that contains menu titles.

menu title
A word or phrase in the menu bar that designates one menu.

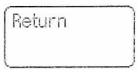
optional character set
An alternate character set that includes special symbols, and foreign characters and accents. You view it with the Key Caps desk accessory.

Option key
A key on the Macintosh keyboard used like a Shift key to give an alternate interpretation to the key you've typed. You use it to type foreign characters or special symbols contained in the optional character set.

paste
To put something back into a document that you cut or copied to the Clipboard.

pointer
A small shape on the screen that follows the movement of the mouse.

press
To position the pointer on something and then push down and hold the mouse button without moving the mouse. In reference to keys, it means to strike the key lightly, holding it down only if you want to repeat a character.



Return key
A key on the Macintosh keyboard that causes the insertion point to move to the beginning of the next line. It's also used in some cases to confirm a command or an entry.

ruler
In MacWrite, a graphic representation of a ruler on which you set the format of the text that follows. Rulers can be added as needed.

save
To store information on a disk.

Scrapbook
A desk accessory in which you can save frequently used pictures or text.

scroll
To move a document in its window so that a different part of it is visible.

scroll arrow
An arrow on either end of the scroll bar. When you press a scroll arrow, the document scrolls continuously; when you click it, the document scrolls line by line.

scroll bar
In MacWrite, a rectangular bar along the right edge of a document window.

scroll box
The white box in the scroll bar. The position of the scroll box in the scroll bar indicates the position of the text in the window, relative to the length of an entire document.

select
To designate where the next action will take place. In MacWrite, you use the mouse techniques of clicking and dragging to select something.

selection
The insertion point or the information that will be affected by the next action. The selection is highlighted.

Shift-click
To make a selection, then position the pointer at the end of what you want to select, and hold down the Shift key while clicking the mouse button.

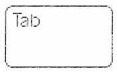
Shift key
A key on the Macintosh keyboard that, when held down while another key is pressed, causes letters to appear in uppercase, and causes the upper symbol to appear when a numeric or symbolic key is pressed.

size box
A box in the lower-right corner of a window. Dragging the size box resizes the window.

space bar
The long, unlabeled bar on the Macintosh keyboard that you press to type a space.

style
A stylistic variation of a font. MacWrite has six font styles: plain text, bold, italic, underline, outline, and shadow.

Tab
The space between the place where you press the Tab key and the position of the tab marker.



Tab key
A key on the Macintosh keyboard that, when pressed, moves the insertion point to the next tab marker or to the next rectangle in the Change window.

tab marker
An unfilled triangle under the inch scale of a ruler that marks the position to which the Tab key will move the insertion point. You get additional tabs by dragging them from the tab well.

tab well
Either of two boxes on the lower-left side of a ruler that hold regular and decimal tabs.

title bar
The horizontal bar at the top of a window that contains the name of the window's contents and lets you move the window.

window
Windows display information on the desktop. You view a document through a window that you can open or close, resize, and move around on the desktop.

word wraparound
A feature of MacWrite that, at the right margin, moves the last whole word you're typing and the insertion point to the beginning of the next line.

Index

A

About MacWrite 116
activating windows 50
  see also window
alignment 16, 38, 56, 110, 111, 113
  changing 22, 79, 113
  preset 16
  tabs 113
Apple menu 116
application program
  opening 9
  quitting 23, 101, 121
arrows, scroll bar 20, 48

B

Backspace key 11, 34, 56, 57
  Returns 13
  tabs 25
  undoing 56
backup copy
  see saving
blank lines, inserting 31, 55
blinking vertical bar 10, 11, 12, 28
bottom margin
  see footer

C

Calculator 117
Caps Lock key 14
center alignment 22, 79, 113
Change All button 65, 124
Change command 64, 65, 123-124
Change Then Find button 65, 123
Change To rectangle 65, 123
Change window 64, 121, 122, 123, 124, 128

changing
alignment 22
document name 118
font 67, 68
font size 27, 66-67, 68
font style 27, 66-67, 68
format 36-39, 77, 80-83
indentation 78
line spacing 20, 79
margins 18-19, 78
ruler settings 17, 36, 78-79
text alignment 79
character keys 11, 52, 66
checked command 66, 68, 125, 126
clicking 9, 46
Clipboard 32, 56, 57, 58, 59, 60, 61, 112, 121
window 128
clock 89, 114
close box 10, 50, 121, 123, 124, 128
Close command 94, 120, 123, 124, 128
closing
documents 29, 95, 96, 98
windows 50, 120, 123, 124, 128
column
inserting in table 38-39, 86-87
removing in table 85
Command key 14, 50, 51, 66, 120, 121
Copy command 33, 58, 60, 72, 75, 121, 129
copying 51, 111
between documents 60-61
page break 58, 121
picture 58, 70-71, 72-73, 74-75, 121
ruler 58, 112, 121
text 33, 58, 63, 64, 72-73, 74-75, 121
within document 58-59
creating
document 110
footer 88-89
header 88-89
tables 84
cursor
see pointer
Cut command 31, 32, 56, 58-59, 121, 129
cutting text
see removing

D

date 89, 114
decimal tab 24, 79, 111, 112-113
decimal tab marker 24, 84, 112-113
deleting
see removing
desk accessories 72, 74, 116-117
dialog box 23, 40, 93, 129
dimmed command 51, 117, 119, 120
disk
ejecting 23, 94, 97, 98, 99, 100, 117-118
inserting 9, 23
disk icon 9, 23
disk window 9
document 110-115
automatic page numbering 90, 125
changing name 40, 100, 118
closing 29, 95, 96, 98, 120
copying between 60
copying within 48-49
definition 11, 110
length 41, 49, 104, 118
moving between 60
moving within 48-49
naming 23, 40, 94, 100, 117-118
opening 23, 31, 95-99, 117
printing 102-105, 111, 118, 119-120
saving 23, 40, 94, 100, 117, 118
size 116, 118
text-only 118
untitled 95, 117
document window 10, 48, 63, 64, 96, 116, 120, 128

double-clicking 33, 46, 47, 52
dragging 46, 53
canceling 46
margin markers 18-19, 78
scroll box 21, 49
tabs 24, 79
to select 26, 27-28, 53
windows 50

E

Edit menu 13, 31-33, 51, 111, 116, 121-122
editing 111
footer 88
header 88
memo 30-35
tables 84
tabs 113
editing text 26-29
see also text
Eject command 23
ejecting a disk 23, 94, 97, 98, 99, 100, 118
Enter key 14, 93, 116
extending a selection 47, 52, 53

F

file
see document
File menu 9, 23, 31, 40, 93, 116, 117-121
Find command 62, 122-123
Find Next button 63, 65, 122, 123
Find What rectangle 62, 64, 122, 123
Find window 62, 63, 121, 122, 123, 128
Finder 3, 9, 93, 118
opening document 95, 96
returning to 23, 101, 121
finding text 62-65
Font menu 29, 68, 116, 125-126
font size 126-127
changing 27, 66-67, 68
changing from keyboard 66
preset 66, 126, 130
font style 125-127
changing 27, 66-67, 68
changing from keyboard 66
combining 27
preset 66, 68, 125, 126, 130
Footer window 88, 89, 114, 121, 124, 128
footer 77, 110, 114-115
creating 88-89
displaying 89, 90
hiding 89, 121, 124, 125
printing 104, 105
format
changing 36-39, 77, 80-83
preserving 36, 58, 82
reinstating 81, 83
setting 16-22, 77, 111-114
Format menu 36, 77, 116, 124-125
full justification 22, 79, 113

G

global search and replace
see Search menu

H

hanging indentation 36, 78, 112
Header window 88, 89, 114, 121, 124, 128
header 77, 110, 114-115
creating 88-89
displaying 89, 90
hiding 89, 121, 124, 125
printing 104, 105
Hide Clipboard command 32, 50, 121
Hide Footer command 50, 89, 121, 124
Hide Header command 50, 89, 121, 124
Hide Rulers command 39, 124
highlighted ruler 18, 52
highlighted selection 26, 31, 52

I

icons 9
Imagewriter 102
indentation marker 18, 19, 20, 36-38, 110, 112
Insert Page Break command 91, 125
Insert Ruler command 36-37, 80-82, 112, 124
inserting 55, 129
  disk 9, 23
  page break 91, 125
  ruler 12, 36-37, 39, 55, 80, 112, 124
  table column 38-39, 86-87
  table text 84, 86-87
  tabs 38-39, 113
  text 31, 55
insertion point 11, 12, 13, 28-29, 31, 111
  preset 10, 55
  selecting 52

J

justification
  see alignment

K

Key Caps 116
keyboard characters 11, 52, 66
keyboard commands 121
  commands for font style 66
  commands for Edit menu 51

L

left alignment 22, 79, 113
left margin marker 18, 78
line spacing 110, 111, 113
  changing 20, 79
  preset 16

M

MacPaint 70
margin height 88, 115
margin marker 18-19, 78
margins 77, 110, 111, 112, 114
  changing 18-19, 78
  preset 16
  top; see header
  bottom; see footer
memory 61, 116, 129
menu bar 116
  choosing from 9, 13
merging
  see paragraph readjusting
mouse techniques 46-47
moving 51, 111
  between documents 60-61
  page break 58, 121
  picture 58, 70-71
  ruler 58
  text 32-33, 58, 63, 64
  windows 50
  within document 48-49, 58-61

N

naming a document 23, 40, 94, 100, 117-118
New command 95, 117
numbering pages 90, 104-105

O

Open command 9, 23, 31, 95-99, 117, 124, 128
Option key 14, 116

P

page break 77, 91, 110
  copying 58, 121
  inserting 77, 91, 125
  moving 58
  removing 56, 57, 121
  selecting 54
page numbering 89, 90, 104-105, 114, 125
Page Range 102, 120

Page Setup command 102, 110, 118-119
pagination
  see page numbering
paper 111, 118, 119
paragraph
  definition 110
  format 111
  indenting 36-38, 112
  readjusting 12, 32, 34, 56, 110
Paste command 32, 33, 56, 59, 61, 71, 73, 75, 111, 121, 129
picture
  copying 58, 70-71, 72-73, 74-75, 121
  moving 58, 69, 70-71
  removing 56, 57, 121
  resizing 69
  selecting 54
  shifting 69
  storing 72-73
pointer
  changing shape 12
preserving format 36, 58, 82
preset font size 66, 126, 130
preset font style 66, 68, 125, 126, 130
preset ruler 16, 110, 113, 130
pressing 21, 46
Print command 102-103, 119-120
printing
  document 102-105, 111, 119-120
  options 120
  paper 111
  quality 120
  warning 119
printing specifications 40-41, 102, 103, 105, 110, 118-119
printing speed 40
program
  see application program

Q

Quit command 23, 94, 101, 121

R

readjusting a paragraph 12, 32, 34, 56, 110
Redo command 14
regular tab 24, 79, 111, 112-113
removing 51, 111
  page break 56, 121
  picture 56, 121
  Returns 13, 34-35, 56
  ruler 56, 121
  selection 33
  table column 85
  table text 84, 113
  tabs 25, 85, 113
  text 31-32, 34, 56, 121
replacing 57
  document 40-41, 94, 117
  selection 27-28, 57, 111
  text 28, 33, 57, 64-65, 123, 125, 126
resizing a picture 69
Return key 11-12, 13, 110
  confirming command 93, 116
  in tables 25
Returns
  removing 13, 34-35, 56
  unwanted 34-35
right alignment 22, 79, 113
right margin marker 18, 78
ruler 10, 16, 111-112
  changing settings 17, 36, 78-79
  copying 58, 112, 121
  deselecting 18
  hiding 39, 112, 124
  highlighted 18
  inserting 36-37, 39, 55, 80-81, 82, 112, 124
  moving 58
  preset 16, 110, 113, 130
  removing 56, 57, 121
  selecting 53, 54
  setting format 77, 112
  showing 39, 124

S

Save As command 40, 100, 118
Save command 23, 94, 118
saving
  document 23, 31, 40-41, 94, 100, 117, 118
Scrapbook 72-75, 116
Scrapbook window 73, 75
scroll bar 10, 20, 21, 48, 49, 50, 128
scroll box 21, 49
scrolling 20, 21, 48, 49
search and replace
  see Search menu
Search menu 62, 64, 116, 122-124
selecting 52-54
  mouse techniques 46-47
  text 26, 27-28, 32, 52-53
selection
  backspacing 34, 56, 57
  copying 58, 60, 111
  extending 47, 52, 53
  highlighted 26, 31, 52
  moving 58, 60, 111
  pasting 111
  quick method 33, 46
  removing 33, 56, 111
  replacing 27-28, 57, 111
  shortening 47, 53
Set Page # command 90, 125
setting
  alignment 16, 78, 113
  format 16-22, 77, 78, 111-114
  line spacing 16, 78, 113
  margins 16, 18, 78, 112
  page number 90, 125
  page size 102, 110, 118-119
  printing specifications 102-103, 118-119
  tabs 16, 78, 112
Shift key 14, 53
Shift-clicking 34, 46, 47, 52, 53
shifting a picture 69
shortening a selection 47, 53
Show Clipboard command 32, 121
Show Footer command 88-89, 124
Show Header command 88-89, 124
Show Rulers command 39, 124
size box 10, 50, 69, 128
specifications
  printing 102, 105, 118-119
  technical 130
storing a picture 72-73
style
  see font style
Style menu 27, 29, 66, 116, 126-127

T

tab character 24, 113
Tab key 24, 25, 38, 65, 84, 113
tab markers 22, 24, 38, 84, 85, 113
tab wells 24
table text
  inserting 38, 84, 86-87
  removing 84, 85
tables
  creating 84
  editing 84
  inserting column 38-39, 86-87
  removing column 85
  word wraparound in 84
tabs 16
  bold 79
  decimal 24, 79, 111, 112-113
  dragging 24, 79
  inserting 38-39, 86-87, 113
  redistributing text 85
  regular 24, 79, 111, 112-113
  removing 25, 85, 113
  setting or clearing 79
  types 24, 112

text
copying 33, 58-59, 63, 64, 72-73, 74-75, 121
definition 52, 121
editing 26-29
finding 62-65
format 16, 36, 58, 77, 78, 80
inserting 31, 55
moving 32-33, 58, 63, 64
pasting 32, 33, 56, 59, 61, 73, 75, 111, 121, 129
redistributing in tabs 85
removing 31-32, 34, 56, 121
replacing 28, 33, 57, 64-65, 123, 125, 126
saving 23, 31, 40-41, 94, 100, 117, 118
scrolling 20, 21, 48-49
searching 62, 64, 116, 122-124
selecting 26, 27-28, 32, 52, 53, 54
typing 11-15
text, editing
see text
text size
see font size
text style
see font style
text-only document 118
time of day 89, 114
title bar 10, 50
see also naming a document
Title Page command 88, 89, 90, 104, 105, 114, 125
top margins
see headers
typing
text 11-15

U

Undo command 13-14, 22, 51, 65, 122
untitled document 94, 117
unwanted returns 34-35, 56
Utilities
see Finder

W

window 10, 50, 128
activating 50, 63, 64
changing size 50
closing 50,128
disk 9
document 10, 48, 63, 64, 93, 116, 120, 128
dragging 50
moving 50
moving among 58
types 50, 128
see also Header, Footer, Find, Change, Clipboard
word wraparound 11, 12, 20, 32, 35, 110
in tables 84
see also readjusting a paragraph
wristwatch 9

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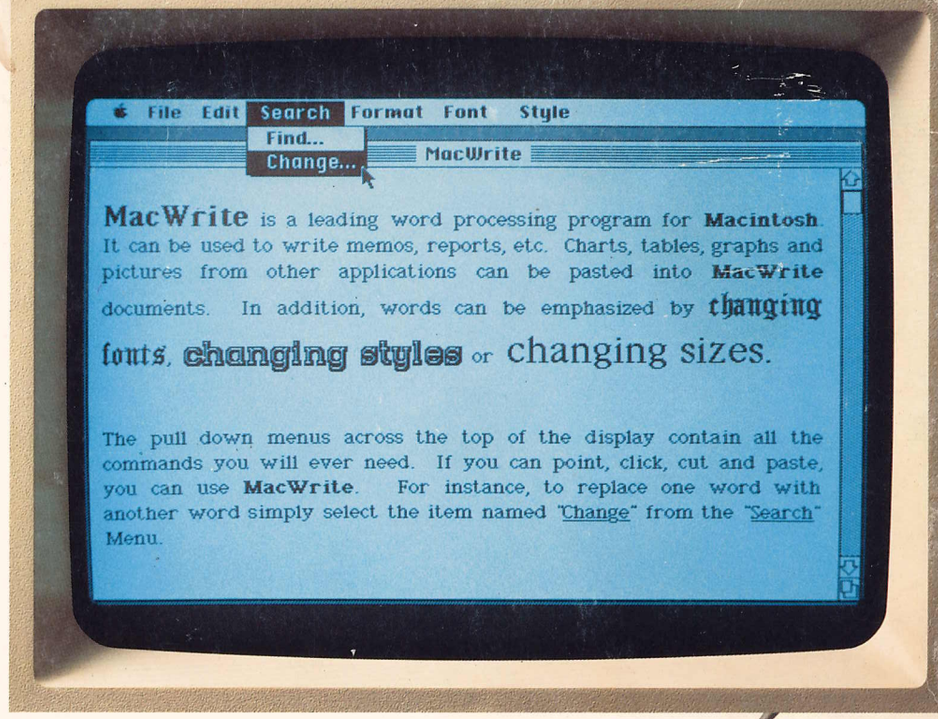

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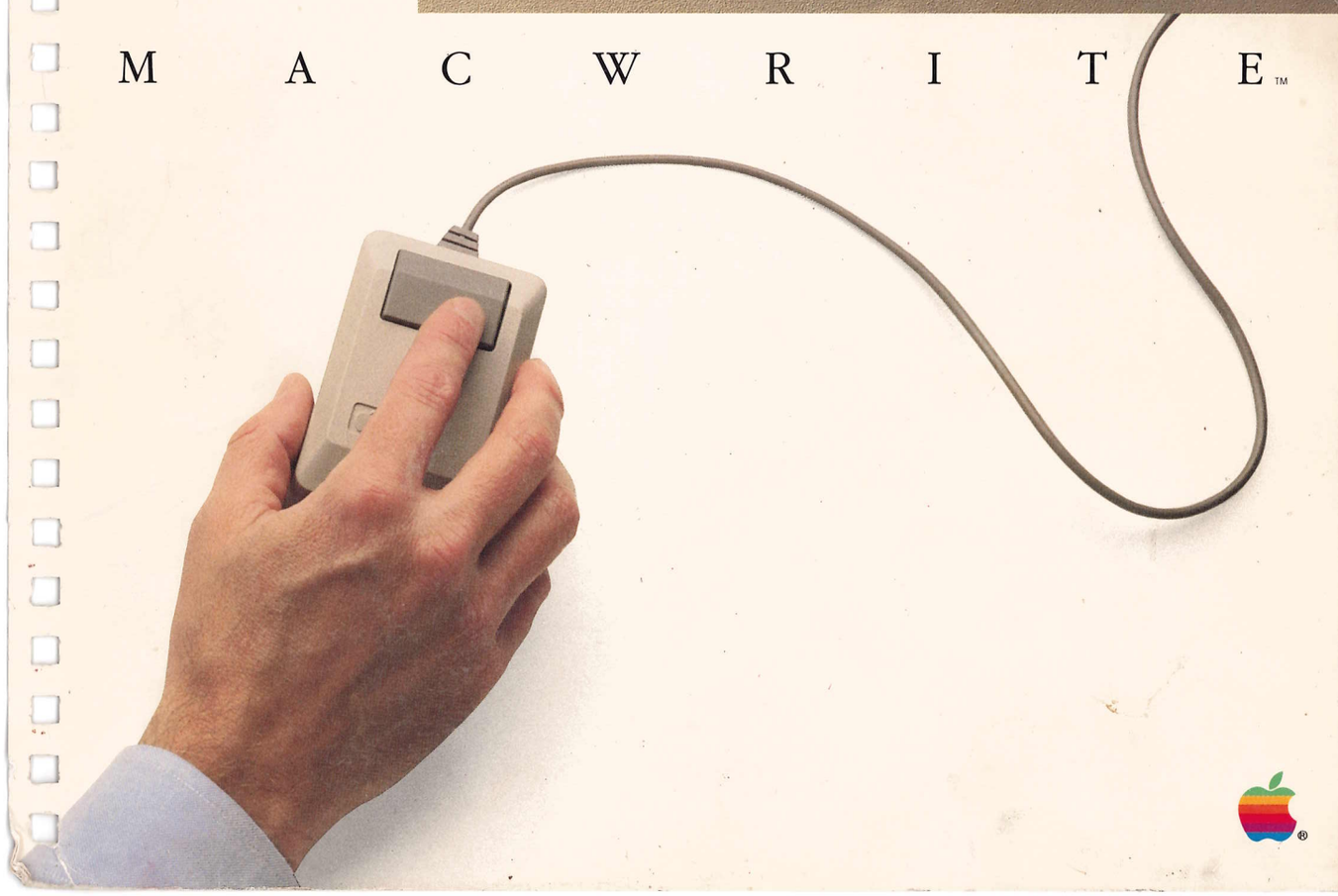

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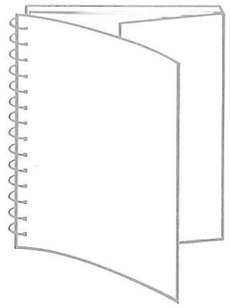

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